

Subject: Request for Mental Health Day

Dear [Client's Name],

I hope this message finds you well. I am writing to kindly request a mental health day on [specific date] due to the need for self-care and to maintain my overall productivity and creativity.

I assure you that I will ensure all ongoing projects are on track and delegate any urgent tasks to ensure a smooth workflow in my absence. I will also make sure to be available for any crucial communication that may arise.

Thank you very much for considering my request. I appreciate your understanding and support. Please let me know if there are any concerns regarding this request.

Best regards,
[Your Name]
[Your Contact Information]