

Request for Mental Health Day

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a mental health day on [proposed date]. As a freelancer, it's essential for me to maintain my well-being to deliver the best quality of work, and I believe taking this day will significantly contribute to my productivity.

I have ensured that all current projects and deadlines will be accounted for prior to this date, and I will be available to address any urgent matters before my day off. I appreciate your understanding and support regarding this request.

Thank you for considering my request. I look forward to your positive response.

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