

Medical Leave Request for Mental Health

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a medical leave of absence due to mental health reasons. I have been experiencing [briefly describe your situation, if comfortable], and I believe it is essential for my well-being to take some time off from work to focus on my recovery.

I kindly request leave starting from [start date] to [end date], during which I will ensure that my responsibilities are managed appropriately. I will keep in touch with my team and be available for any urgent matters.

Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]