

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Their Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you that I was unable to attend work/school from [start date] to [end date] due to mental health reasons. I believe that taking this time was necessary for my well-being and to ensure my productivity upon my return.

I appreciate your understanding in this matter. If required, I can provide additional documentation from my healthcare provider.

Thank you for your support.

Sincerely,
[Your Name]