

# Sample Formal Letter for Leave Application for Mental Health

This sample formal letter for leave application for **mental health** provides a respectful and clear way to request time off from work or school to focus on mental well-being. It typically includes a polite introduction, the reason for the leave request, the duration of the leave, and a willingness to comply with any necessary procedures. This template helps ensure that the request is communicated professionally while emphasizing the importance of mental health care and recovery.

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**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Designation]

[Company/Organization/School Name]

[Address]

[City, State, ZIP Code]

## **Subject: Leave Application for Mental Health Reasons**

Dear [Recipient's Name],

I am writing to formally request leave from [work/school] due to mental health reasons. After careful consideration, I have realized that I need some time to focus on my well-being and recovery, so I can return to my responsibilities with renewed energy and focus.

Therefore, I kindly request leave from [start date] to [end date]. I understand the importance of my responsibilities and will ensure a smooth handover of any urgent tasks or projects before my leave begins. I am also willing to comply with any required formalities, provide medical certificates if necessary, and ensure that my absence causes minimal disruption.

I appreciate your understanding and consideration of my request. Please let me know if further information or documentation is needed.

Thank you for your support.

Sincerely,

[Your Name]