To,

[Recipient Name]

Date

Dear [Recipient Name]

This is my written excuse for my absence from the office for the last 10 days. I have been suffering from clinical depression. My condition has been affecting my productivity at work. The supervisor, Mr. XYZ himself suggested that I should take a few days off to undergo treatment.

This mental issue began a month ago after my elder brother passed away. I have not been able to cope with the loss and it resulted in severe depression for me.

I am currently under treatment. I request you for an additional leave of a week from work. I need to overcome this illness completely so that I can regain my focus and motivation towards work.

Your compassion and cooperation will be highly appreciated.

Sincerely,

[You Name]