

# Freelance Holiday Schedule Notification

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about my holiday schedule for the upcoming [dates]. During this period, I will be unavailable for work from [start date] to [end date].

I would like to ensure that all projects are on track before I leave. Please let me know if there are any urgent tasks or deadlines that require my attention prior to my holiday.

Thank you for your understanding, and I appreciate your continued support. I look forward to working together as soon as I return.

Best regards,

[Your Name]

[Your Contact Information]