

Dear [Client's Name],

I hope this message finds you well. I wanted to inform you that I will be out of the office from [start date] to [end date]. During this time, my response to emails may be delayed.

If you have any urgent matters that require immediate attention, please reach out to [alternative contact's name and email/phone number]. Otherwise, I will respond to your inquiries as soon as I return.

Thank you for your understanding, and I look forward to connecting with you soon!

Best regards,

[Your Name]

[Your Freelance Title]

[Your Contact Information]