

# Freelance Personal Leave Notice

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be taking a personal leave from [start date] to [end date]. During this period, I will be unavailable to work on our current projects.

I understand the importance of maintaining progress on [specific project(s) or tasks], and I assure you that I will ensure all outstanding deliverables are completed prior to my leave. If there are any urgent matters that arise during my absence, I have made arrangements for [alternative contact person] to assist in my stead.

Thank you for your understanding, and I look forward to resuming our collaboration upon my return.

Sincerely,

[Your Name]

[Your Contact Information]