

# Holiday Availability Notice

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about my upcoming holiday schedule and availability.

From [Start Date] to [End Date], I will be unavailable to take on any new projects or respond to email inquiries. I will ensure that all ongoing projects are completed or on schedule before my holiday.

If you have any urgent requests, please let me know by [Deadline Date], and I will do my best to assist you before my time off.

Thank you for your understanding. I look forward to working with you again after my return!

Best regards,

[Your Name]

[Your Contact Information]