

## **Subject: Notice of Holiday Leave**

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be taking a holiday leave from [start date] to [end date]. During this period, I will be unavailable for work-related communications and tasks.

I will ensure that all ongoing projects are up to date before my leave, and I will provide a status update by [date]. Should any urgent matters arise during my absence, please feel free to reach out to me before [start date].

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Business Name]