

Time-Off Update

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about my upcoming holiday schedule. I will be unavailable from [start date] to [end date]. During this time, I will not be able to respond to emails or engage in any project work.

If you have any pressing matters, please feel free to reach out before [start date], and I will ensure everything is in place prior to my time off.

Thank you for your understanding. I look forward to continuing our work upon my return.

Best regards,

[Your Name]

[Your Contact Information]