

# Vacation Alert

Dear [Client's Name],

I hope this message finds you well. I wanted to inform you that I will be on vacation from [Start Date] to [End Date]. During this time, I will have limited access to email and may not be able to respond promptly to your inquiries.

If you have any urgent matters that need attention, please reach out to me before [Start Date], and I will do my best to address them.

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

Best regards,

[Your Name]

[Your Contact Information]