

Tenant Absence Announcement

Date: [Insert date]

To Whom It May Concern,

I am writing to inform you that I, [Tenant's Name], the tenant of [Property Address], will be absent from the property from [Start Date] to [End Date]. During this period, I will not be available on-site but can be reached via email or phone for any urgent matters.

Please feel free to notify me of any issues or concerns that may arise during my absence. I appreciate your understanding in this matter.

Thank you for your attention.

Sincerely,

[Tenant's Name]

[Tenant's Contact Information]