

Trip Notification

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Subject: Notification of Temporary Absence

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inform you that I will be going on a trip from [start date] to [end date]. During this period, I will be temporarily away from my residence at [Your Address].

I will ensure that all rent payments and bills are settled prior to my departure. If there are any issues or emergencies that arise during my absence, please feel free to contact me via email or phone at [Your Contact Information].

Thank you for your understanding. I appreciate your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]