

Holiday Availability Notification

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you about my holiday availability for the upcoming months.

Please note that I will be unavailable from [start date] to [end date]. During this period, I will not be able to take on any new projects or respond to inquiries in a timely manner.

I will ensure that all current projects are completed or transitioned appropriately before my holiday. Should you have any urgent matters that need to be addressed, please feel free to reach out to me before my leave.

Thank you for your understanding. I look forward to continuing our work together once I return.

Best regards,

[Your Name]

[Your Company Name]

[Your Contact Information]