

Dear [Client's Name],

Thank you for reaching out. I am currently out of the office from [Start Date] to [End Date] and will not be able to respond to emails during this time.

For urgent matters, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact Phone Number]. I will get back to you as soon as I return.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Company]