

Notice of Out-of-Town Tenant Availability

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. This letter is to inform you that there will be a period during which you will be unavailable due to being out of town. Please provide us with the dates of your absence so we can make necessary arrangements.

If you require any assistance or have specific requests during this time, do not hesitate to let us know beforehand. We are here to ensure everything runs smoothly in your absence.

Thank you for your attention to this matter. We wish you safe travels.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]