

# Temporary Absence Notice

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

From: [Your Name]

Address: [Your Rental Property Address]

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of my temporary absence from the rental property located at [Your Rental Property Address]. I will be away from [Start Date] to [End Date]. During this time, I will [mention any relevant information, e.g. "ensure that all bills are paid and the property is secure"].

If you need to contact me during my absence, please reach me at [Your Phone Number] or [Your Email Address]. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]