

Subject: Out of Office

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office due to unexpected circumstances and will not be able to respond to emails until [return date].

If your matter is urgent, please contact [alternative contact person's name] at [alternative contact's email/phone number].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]