

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my upcoming travel plans as I will be out of the country from [start date] to [end date]. During this period, I will be [briefly explain purpose of travel, e.g., vacation, business trip, etc.], and will have limited access to my email and phone.

For any urgent matters, please contact [alternative contact person's name] at [alternative contact's email/phone number]. I appreciate your understanding and support during my absence.

Thank you for your attention to this matter. I look forward to reconnecting upon my return.

Best regards,

[Your Name]
[Your Job Title, if applicable]
[Company/Organization Name, if applicable]