

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I will be on vacation abroad from [start date] to [end date]. During this time, I will have limited access to email and may not be able to respond promptly.

If you require immediate assistance while I am away, please contact [alternate contact person's name] at [alternate contact's email/phone number].

Thank you for your understanding. I look forward to reconnecting upon my return.

Best regards,

[Your Name]
[Your Position, if applicable]