

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

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

Dear [Recipient's Name],

Subject: Out of Country Travel Notification

I hope this message finds you well. I am writing to formally notify you of my upcoming travel plans outside the country.

****Travel Details:****

- ****Destination:**** [Country/City]
- ****Departure Date:**** [Date]
- ****Return Date:**** [Date]
- ****Purpose of Travel:**** [Brief description of the reason for travel]

During my absence, I will ensure that all my responsibilities are managed appropriately and that any urgent matters are delegated to [Name of alternate contact person]. I will have limited access to email during this time but will do my best to respond as needed.

Thank you for your understanding. If you have any questions or require further information, please feel free to reach out.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]