

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

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

Dear [Recipient's Name],

I hope this message finds you well.

Thank you for your email. I am currently out of the office and will not be available until [return date]. During this time, I will have limited access to email and may not be able to respond promptly.

If your matter is urgent, please contact [Alternate Contact Name] at [Alternate Contact Email] or [Alternate Contact Phone Number]. Otherwise, I will respond to your email as soon as possible upon my return.

Thank you for your understanding.

Best regards,

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