

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

Dear [Recipient's Name],

Thank you for your email. I am currently out of the office and will not be available to respond to messages until [return date].

If your matter is urgent, please contact [Colleague's Name] at [Colleague's Email] or [Colleague's Phone Number].

I appreciate your understanding and will respond to your email as soon as possible upon my return.

Best regards,

[Your Name]
[Your Position]