

[Your Name]
[Your Position]
[Your Company]
[Your 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 until [return date]. During this period, I will have limited access to email.

If your matter is urgent, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact Phone Number].

Otherwise, I will respond to your message as soon as possible upon my return.

Thank you for your understanding.

Best regards,

[Your Name]
[Your Position]
[Your Company]