[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.
I am writing to inform you that I will be out of the office from [start date] to [end date], and will not have access to email or phone during this time. I will respond to your email as soon as possible upon my return.
For immediate assistance, please contact [Alternative Contact Name] at [Alternative Contact Email] or [Alternative Contact Phone Number].
Thank you for your understanding.
Best regards,
[Your Name]
[Your Position]