

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about my upcoming long-term trip abroad, which is scheduled to begin on [start date] and will last until [end date].

During this time, I will be traveling to [destination(s)] and engaging in [explain purpose of the trip, e.g., work, study, travel, cultural immersion]. I am excited about the opportunities this experience will offer and the chance to immerse myself in a new culture.

While I will be away, I want to assure you that I will remain reachable via [email, phone, or any other means of communication]. I look forward to sharing my experiences with you and hope to stay connected.

Thank you for your understanding and support as I embark on this adventure.

Warm regards,

[Your Name]