

Pre-vacation Email Template

Overview:

Use this email template to alert your clients you will be out of the office prior to your departure. While many agents use autoresponders to let people know they're out of the office, you can elevate your level of service by sending out a reminder *prior* to leaving. It's a good idea to send this message at least a few days before you depart so you have ample time to answer any questions before you leave.

Your notes (when you used it, how you used it, modifications, etc.):

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Dear **[CLIENT NAME]**,

As a reminder, I will be out of the office from **[DATE DEPARTING]** to **[DATE RETURNING]**, but wanted to assure you I have arranged for **[ASSISTANT/DELEGATE'S NAME]** to handle any questions or issues which may arise while I am away. I have brought them up to speed on where things stand.

Should you have any questions or need anything during this time, please feel free to contact **[ASSISTANT/DELEGATE'S NAME]** and they will do their best to assist you. Here is how you may reach them:

[INSERT ASSISTANT/DELEGATE'S CONTACT INFORMATION, INCLUDING EMAIL, CELL PHONE, ETC.]

If you have any questions today, simply get in touch with me and I will catch up with you before I leave. Any correspondence (email, phone calls, texts) sent while I'm away will be responded to within two days of my return.

Respectfully,

[CLOSING / CONTACT INFO]



Remember:

To customize this letter, use the file **letter-pre-vacation-email.doc** or **letter-pre-vacation-email.txt**

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