February 15, 2018

Ms. Jane Doe

1234 Abc Dr.

Buffalo, New York 14214

Dear Ms. Doe:

I’m writing to let you know that due to circumstances beyond our control, \_\_\_\_\_\_\_\_\_\_ is currently out of the office on a temporary leave of absence. To ensure that you continue to receive the services you have requested, I have been asked to fill in temporarily.

If you would be more comfortable waiting for \_\_\_\_\_\_\_ to return, that is perfectly alright. I would ask that either way you please contact me at 716-836-0822 ext. \_\_\_\_ so that I understand your wishes and can be sure that you are receiving the level of assistance you choose.

I look forward to speaking with you soon.

Sincerely,

\_\_\_\_\_\_Name\_\_\_\_\_\_

\_\_\_\_\_\_Position\_\_\_\_\_\_