

## Auto Responder Email

Thank you for your email.

In order to help control the spread of the COVID19 pandemic, [BUSINESS NAME] and its staff are working remotely from [DATE] until [DATE]. We have full access to email and remote access to our files. We are committed to staying in touch with and being available to our clients during this difficult time. If you have emailed on a matter that would be better handled via a phone call, please message us back with the best number at which we can reach you, and the times you will be available today and tomorrow.

We will get back to you as soon as possible. If you have an urgent matter, please call [PHONE NUMBER].