Dear Ladies and Gentlemen

Thank you for your e-mail.

I am currently out of office and will reply as soon as possible after my return.

If your request cannot be postponed, please contact my team leader $CurrentUserManagerNamewithtitles$ ([$CurrentUserManagerMail$](mailto:$CURRENTUSERMANAGERMAIL$), [$CurrentUserManagerTelephone$](tel:$CURRENTUSERMANAGERTELEPHONE$)).

Kind regards,

$CurrentUserGivenName$ $CurrentUserSurname$

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**$CurrentUserNamewithTitles$**  
**$CurrentUserCompany$**$CurrentUserDepartment$  
$CurrentUserTitle$  
$CurrentUserStreetaddress$  
$CurrentUserPostalcode$ $CurrentUserLocation$, $CurrentUserCountry$  
T: [$CurrentUserTelephone$](tel:$CURRENTUSERTELEPHONE$)  
M: [$CurrentUserMobile$](tel:$CURRENTUSERMOBILE$)  
[$CurrentUserMail$](mailto:$CURRENTUSERMAIL$)  
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