FICTIONAL / SAMPLE

Holiday Auto-Reply Text (Gmail)

> Free file for the AI Owner Kit video: **Nov 9 Short 04: Gmail Holiday Auto-Reply That Turns Itself Off (Northside Bike Repair)**. Every business, name and number here is a made-up sample. Replace with your own before using.

Sample message (3 lines)

Thanks for your email! Northside Bike Repair is closed Dec 24–26 for the holidays.
We're back on Dec 27 and will reply then.
Northside Bike Repair (FICTIONAL demo business)

Prompt (free ChatGPT)

Write a 3-line holiday auto-reply: closed Dec 24–26, back Dec 27. Add nothing else.

> Sample text written for this file, not ChatGPT's output. Check any AI draft for added dates or promises.

Gmail setup

- ☐ Settings → See all settings → General → vacation / automatic reply
- ☐ First day: Dec 24 · Last day: Dec 26 (Google says it ends 11:59 PM on the last day)
- ☐ Paste the message, Save
- ☐ Optional test: set first day to today, email yourself from a second account, then reset
- ☐ Note: senders usually get it once; again after 4 days or after you edit it; spam and mailing lists don't get it

> **Want the editable versions? Small Business Holiday AI Kit at aiownerkit.com**