

# Client Holiday Assessment

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. As the holiday season approaches, we wanted to take the opportunity to assess your plans for the upcoming holidays and discuss how we can assist you in making the most of this special time.

## Holiday Plans Overview

Please provide us with details regarding your holiday plans, including:

- Destination(s)
- Duration of Stay
- Accommodation Preferences
- Transportation Arrangements
- Any special requirements or requests

## Deadline for Submission

We kindly ask you to submit your holiday assessment by [Insert Deadline] to ensure we have ample time to assist you effectively.

Thank you for your attention to this matter. We look forward to hearing from you soon and wish you a joyful holiday season!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]