

Travel Agent Referral Letter

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to refer you to [Travel Agent's Name/Agency], who specializes in corporate travel management. They have a proven track record of providing high-quality services tailored specifically for businesses like yours.

[Travel Agent's Name] offers comprehensive solutions including flight bookings, hotel accommodations, transportation arrangements, and itinerary planning. Their team is known for their exceptional customer service and attention to detail.

By partnering with [Travel Agent's Name/Agency], I believe you will not only streamline your travel processes but also save time and costs associated with corporate travel.

Please feel free to reach out to [Travel Agent's Name] directly at [Travel Agent's Phone Number] or [Travel Agent's Email].

Thank you for considering this referral. I am confident that you will have a positive experience working with [Travel Agent's Name/Agency].

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Phone Number]

[Your Email]