

Travel Inquiry Acknowledgment

Date: [Insert Date]

To: [Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for your inquiry regarding travel arrangements with [Your Company Name]. We appreciate your interest in our services and recognize the importance of your travel needs.

We have received your request and our travel specialists are currently reviewing the details. We aim to provide you with a tailored proposal that meets your requirements and expectations.

You can expect to hear back from us within [Insert Timeframe] with further information. Should you have any immediate questions or additional details to discuss, please do not hesitate to reach out to us at [Your Contact Information].

Thank you once again for considering [Your Company Name] for your travel needs. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]