

Date: [Insert Date]

To,
[Hiring Manager's Name]
[Travel Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to submit my application for the [specific position name] at [Travel Agency's Name], as advertised on [where you found the job listing]. With a background in travel planning and customer service, I am excited about the opportunity to contribute to your team.

Please find my resume attached for your review. I believe my skills in itinerary planning, customer relationship management, and attention to detail will be an asset to your agency.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]