

Inquiry for Travel Agency Services

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Contact Name],

I hope this message finds you well. My name is [Your Name], and I am seeking information regarding travel agency services for an upcoming trip to [Destination]. We are planning to travel from [Start Date] to [End Date].

Could you please provide details on the following:

- Available travel packages
- Accommodation options
- Transportation services
- Pricing and payment options
- Any special promotions or discounts

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]