

Travel Gift Voucher Request

Date: _____

To: [Travel Agency Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Travel Agency's Contact Person],

I hope this message finds you well. I am writing to request a travel gift voucher for a special occasion that is approaching: [Specify the occasion, e.g., birthday, anniversary, etc.].

Details of the gift voucher:

- Value: [Desired Amount]
- Destination: [Preferred Destination]
- Date of Travel: [Preferred Dates]
- Special Message: [Any message you'd like to include]

I believe this gift will create unforgettable memories for the recipient. Please let me know the process to obtain the voucher and any additional information you may require.

Thank you for your assistance, and I look forward to your response.

Sincerely,

[Your Name]