

Travel Agency Service Extension Inquiry

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the services provided by your agency for my upcoming travel plans.

My current itinerary includes [briefly describe your current travel plans, dates, and destinations]. However, due to [reason for extension, e.g., unexpected change in plans, desire to explore more destinations], I am interested in extending my travel package.

Could you please provide information regarding availability, additional costs, and any other details necessary for extending the services? I appreciate your assistance and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]