

Guest Itinerary Planning Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance in planning an itinerary for my upcoming visit to [Destination] from [Start Date] to [End Date].

My travel plans include [briefly describe purpose of visit, e.g., business meetings, leisure activities, etc.]. I would appreciate your expertise in suggesting suitable accommodations, transportation options, and activities to make the most out of my stay.

Here are some preferences I would like to consider:

- Accommodation Type: [e.g., hotel, apartment, etc.]
- Budget: [insert budget range]
- Activities of Interest: [insert any specific activities]
- Dining Preferences: [insert any dining preferences]

Please let me know if you require any additional information to facilitate this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]