

Suggestion for School Outing Tour Guide

Date: [Insert Date]

To: [Principal's Name]

From: [Your Name]

Subject: Suggestion for Tour Guide for Upcoming School Outing

Dear [Principal's Name],

I hope this message finds you well. I am writing to propose a suggestion for a tour guide for our upcoming school outing scheduled for [Insert Date].

After researching various options, I would like to suggest [Tour Guide's Name/Company Name]. They have extensive experience in conducting educational outings and have received positive feedback from previous groups.

Some highlights of their services include:

- Knowledgeable in local history and attractions
- Engaging activities tailored for students
- Excellent communication skills

I believe that [Tour Guide's Name/Company Name] would enhance the experience of our students and provide valuable educational insights during our outing.

Thank you for considering this suggestion. I am looking forward to your response.

Best regards,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]