

Travel Agency Citation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to formally notify you of our citation dated [Insert Citation Date], issued by [Issuing Authority]. This citation pertains to [briefly describe the nature of the citation].

We are committed to maintaining compliance with all regulations and are currently reviewing our practices to address this matter. We have already taken steps to rectify the situation by [describe actions taken].

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require further information or wish to discuss this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Travel Agency Name]