

Request for Guided Tour of Historic Site

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Historic Site Name]

[Site Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a guided tour of [Historic Site Name] on [preferred date(s)]. I am particularly interested in learning about [specific subjects or areas of interest related to the site].

Please let me know if there are available times for the tour and any associated costs.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]