

Inquiry Regarding Tour Package Itinerary

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to inquire about the specifics of the tour package that I am interested in booking. I would appreciate it if you could provide me with detailed information regarding the following:

- Itinerary highlights
- Accommodation options
- Date and duration of the tour
- Included meals and activities
- Pricing details and payment options
- Cancellation and refund policy

If you could send me this information at your earliest convenience, I would greatly appreciate it. I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]