

Tour Operation Terms and Conditions

Date: _____

To: [Client Name]

[Client Address]

Dear [Client Name],

Thank you for choosing [Tour Company Name] for your travel adventure. Below are the terms and conditions that govern your booking with us:

1. Booking Confirmation

Your booking is not confirmed until a deposit of [Amount] has been received. Full payment is due [X days/weeks] before departure.

2. Changes and Cancellations

Any changes to your booking must be made in writing. Cancellations can be made up to [X days] prior to departure, subject to cancellation fees as outlined in our policy.

3. Itineraries

Itineraries are subject to change due to unforeseen circumstances. We will notify you of any significant changes.

4. Responsibilities

Travelers are responsible for obtaining necessary travel documents, such as passports and visas, where applicable.

5. Liability

[Tour Company Name] is not liable for any losses, damages, or injuries resulting from events beyond our control.

Agreement

By confirming your booking, you agree to these terms and conditions. Should you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Tour Company Name]

[Contact Information]