

Tour Guide Arrangement Acknowledgment

Date: [Insert Date]

To: [Tour Guide Name]

From: [Your Name]

Subject: Acknowledgment of Tour Guide Arrangement

Dear [Tour Guide Name],

I hope this message finds you well. I am writing to formally acknowledge the arrangement of your services as our tour guide for the upcoming trip to [Destination] scheduled for [Date]. We appreciate your professionalism and expertise in making this experience memorable for our group.

We look forward to collaborating with you and are excited about the itinerary you have prepared. Please let us know if you need any additional information from our side.

Thank you for your dedication and support.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]