

Collaboration Proposal for International School Trip

Date: [Insert Date]

To: [Travel Agency Name]
[Travel Agency Address]
[City, State, Zip Code]

Dear [Travel Agency Contact Name],

We hope this letter finds you well. As [Your School Name] prepares for our upcoming international trip scheduled for [Trip Dates], we are seeking a reliable travel partner to help us provide an enriching experience for our students.

We are excited to explore opportunities for collaboration with [Travel Agency Name]. We believe that your expertise in organizing group travel, especially for educational purposes, aligns perfectly with our objectives.

Our planned itinerary includes visits to [List of Destinations], and we expect approximately [Number of Students] participants. We would appreciate your assistance with transportation, accommodation, and guided tours to enhance our travel experience.

We would love to schedule a meeting to discuss this collaboration further and explore how [Travel Agency Name] can support our school in this venture. Please let us know your availability in the coming weeks.

Thank you for considering this opportunity for collaboration. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your School Name]
[School Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]