

Follow-up on Tour Itinerary Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the itinerary details for the upcoming tour scheduled for [Tour Date].

Could you please provide further information regarding the following:

- Departure times and locations
- Accommodation arrangements
- Activities planned for each day
- Any necessary items to bring

Your assistance in this matter is greatly appreciated, as it will help me prepare accordingly.

Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]