

# Guided Facility Tour Itinerary

Dear [Recipient's Name],

We are pleased to confirm your guided facility tour. Below are the details:

## Tour Itinerary

Date	Time	Location	Tour Guide
[Date]	[Start Time] - [End Time]	[Facility Location]	[Guide's Name]

## Meeting Instructions

Please arrive at least 15 minutes before the scheduled start time. The meeting point will be at the main entrance of the facility.

## Contact Information

If you have any questions or need to reach us, please contact:

[Contact Name]  
[Phone Number]  
[Email Address]

We look forward to your visit!

Best Regards,  
[Your Name]  
[Your Job Title]  
[Company/Organization Name]