

Request for Bulk Booking Travel Rates

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Travel Agency/Company Name]
[Agency Address]
[City, State, Zip Code]

Dear [Travel Agency/Company Name],

I hope this message finds you well. I am writing to inquire about bulk booking travel rates for an upcoming trip that our company is organizing. We are planning to travel from [Departure City] to [Destination City] on [Travel Dates], and we anticipate a group size of approximately [Number of Travelers].

We would appreciate it if you could provide us with the following information:

- Group rates for airfare
- Accommodation options and pricing
- Transportation services available
- Any additional services or discounts for bulk bookings

Please let us know if you need any further details to provide an accurate quote. We look forward to your prompt response as we are eager to finalize our travel arrangements soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]