

Vacation Package Specifications

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Company Name]

Subject: Vacation Package Details

Package Overview

We are pleased to present the following vacation package designed for you:

Destination:

[Insert Destination]

Duration:

[Insert Duration, e.g., 7 Days and 6 Nights]

Travel Dates:

[Insert Travel Dates]

Inclusions:

- [Include Item 1, e.g., Round-trip airfare]
- [Include Item 2, e.g., Accommodation in 4-star hotels]
- [Include Item 3, e.g., Daily breakfast]
- [Include Item 4, e.g., Guided city tours]
- [Include Item 5, e.g., Airport transfers]

Exclusions:

- [Exclude Item 1, e.g., Travel insurance]
- [Exclude Item 2, e.g., Personal expenses]

Total Cost:

[Insert Total Cost, e.g., \$2,999 per person]

Booking Information

To confirm your booking or for any inquiries, please contact us at [Insert Contact Information].

Thank you for choosing [Your Company Name]. We look forward to helping you create wonderful memories!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]