

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about first-class travel accommodations for an upcoming trip I am planning.

Details of my travel are as follows:

- **Departure City:** [Departure City]
- **Destination:** [Destination City]
- **Travel Dates:** [Departure Date] to [Return Date]
- **Number of Passengers:** [Number of Passengers]

I would appreciate information regarding the specific amenities available in first-class as well as the pricing options.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]