

Fare Inquiry for Incentive Travel Rewards

Date: [Insert Date]

To: [Insert Travel Agency/Vendor Name]

From: [Insert Your Name]

Company: [Insert Your Company Name]

Email: [Insert Your Email]

Phone: [Insert Your Phone Number]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to inquire about premium class fare options for an upcoming incentive travel reward program for our top-performing employees.

We are looking for travel arrangements that include:

- Destination: [Insert Destination]
- Travel Dates: [Insert Travel Dates]
- Number of Travelers: [Insert Number]
- Preferred Airlines: [Insert Airlines, if any]

Could you please provide us with the available fare options, along with any special amenities or benefits included in the premium class service? Additionally, we would appreciate details regarding cancellation policies and any potential discounts for group bookings.

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

Sincerely,

[Insert Your Name]

[Insert Your Job Title]