

Travel Itinerary for Group Tour

Date: [Insert Date]

Dear [Group Leader's Name],

We are excited to share your travel itinerary for the upcoming group tour to [Destination]. Below you will find all the necessary details to ensure a smooth and enjoyable journey.

Itinerary Overview

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Meeting Point:** [Insert Meeting Location]
- **Group Size:** [Insert Number of Participants]

Day 1: [Destination]

Morning: Arrival at [Airport/Station] and transport to [Accommodation]

Afternoon: Guided tour of [Attraction/Place]

Evening: Group dinner at [Restaurant/Location]

Day 2: [Destination]

Morning: Breakfast at [Accommodation]

Day Tour: Explore [Attraction/Place]

Evening: Free time and dinner on your own

Day 3: [Destination]

Morning: Check-out from [Accommodation]

Afternoon: Departure to [Next Destination or Return]

Important Information

Contact person for emergencies: [Name and Phone Number]

Please ensure you have the necessary travel documents and personal items needed for the trip.

We look forward to an unforgettable experience together!

Best Regards,

[Your Company Name]

[Contact Information]