

Guided Tour Schedule

Dear [Recipient's Name],

We are excited to share with you our schedule for the upcoming guided tours of local attractions. Below are the details:

Tour Schedule:

Date	Attraction	Time	Guide
October 1, 2023	City Museum	10:00 AM	John Doe
October 3, 2023	Historic Castle	1:00 PM	Jane Smith
October 5, 2023	Botanical Garden	10:30 AM	Emily Brown

Please arrive 15 minutes early for check-in. If you have any questions, feel free to contact us at [Contact Information].

Looking forward to seeing you on the tours!

Best regards,
[Your Name]
[Your Organization]