

Referral Agreement

Date: [Insert Date]

To: [Travel Agent Name]
[Travel Agency Name]
[Address]
[City, State, Zip Code]

Dear [Travel Agent Name],

We are pleased to extend this referral agreement between [Your Company Name] and [Travel Agency Name]. This agreement outlines the terms and conditions under which both parties will collaborate to promote travel services.

1. Purpose

The purpose of this agreement is to establish a mutually beneficial referral relationship between [Your Company Name] and [Travel Agency Name].

2. Referrals

[Your Company Name] agrees to refer clients to [Travel Agency Name] for travel services, while [Travel Agency Name] agrees to refer clients to [Your Company Name] for [specify services].

3. Compensation

For each referral that results in a finalized booking, [specify compensation terms].

4. Duration

This agreement will be in effect from [start date] to [end date], unless terminated by either party with written notice.

5. Confidentiality

Both parties agree to keep all information confidential and not disclose it to any third party.

We look forward to a successful collaboration. Please sign below to indicate your agreement to the terms outlined above.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

[Travel Agent Name]
[Title]
[Travel Agency Name]