

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Travel Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Travel Agent's Name/Customer Service],

Subject: Inquiry for Booking Services

I hope this message finds you well. I am writing to inquire about booking services through your agency for an upcoming trip.

****Trip Details:****

- Destination: [Destination Name]
- Travel Dates: [Start Date] to [End Date]
- Number of Travelers: [Number of Adults/Children]
- Accommodation Preferences: [Hotel type/Rating]
- Additional Services Required: [Tours, Transportation, etc.]

Could you please provide me with the following information:

1. Availability of flights and accommodations for the specified dates
2. Pricing options and packages available
3. Any special offers or promotions currently available

I would appreciate it if you could send the information at your earliest convenience, as I am looking to finalize the arrangements soon.

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

Best regards,

[Your Name]