

[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 or "Travel Agency Team"],
I hope this message finds you well. I am writing to inquire about travel options to Oak Island for [specific dates or time frame]. I am particularly interested in [mention any specific activities, accommodations, or services you are looking for].
Could you please provide me with information on [specifics such as transportation, lodging, activities, or packages available]?
Additionally, I would appreciate any recommendations you might have for making my trip memorable.
Thank you for your assistance. I look forward to your prompt reply.
Sincerely,
[Your Name]