

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Hotel/Travel Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About Ooty Trip

I hope this letter finds you well. I am writing to inquire about the travel options and accommodations available in Ooty for an upcoming trip. I am planning to visit Ooty from [start date] to [end date], and would appreciate your assistance with the following information:

1. Availability of accommodations during my stay
2. Recommended hotels or guesthouses
3. Local attractions and activities suitable for [families/couples/adventure seekers]
4. Transportation options from [nearest airport/station] to Ooty
5. Any packages or special offers you may have

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

Best regards,

[Your Name]