

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

[Recipient's Name]

Tzu Travel

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about travel options offered by Tzu Travel for [specific destination or trip].

[Briefly describe your travel interests or requirements, such as travel dates, number of travelers, budget, specific activities you are interested in, etc.]

I would appreciate any information on packages, itineraries, and pricing that you may offer. Additionally, if you could provide details regarding your booking process and any current promotions, I would be grateful.

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

Sincerely,

[Your Name]