

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

[Recipient's Name]
[Recipient's Position]

Xcaret Park

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding [specific inquiry details] at Xcaret Park. I appreciate your time and assistance and would love to hear any updates or further information you might have about this matter. Please let me know if there are specific details or additional information that you need from my side.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]