

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

[Recipient Name]

Xcaret Park

[Park Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a reservation for [number of guests] at Xcaret Park on [specific date(s)].

We are particularly interested in [specific activities or experiences you would like to include, e.g., swimming with dolphins, visiting the Mayan village, etc.]. Please let me know the availability and any additional information or requirements for our visit.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]