

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about travel plans for a visit to Xcaret, Mexico. I am interested in planning a trip for [number of travelers] from [start date] to [end date].

We are particularly interested in the following activities and experiences during our stay:

1. [Activity/Experience 1]
2. [Activity/Experience 2]
3. [Activity/Experience 3]

It would be helpful to have information on the following:

- Accommodations available
- Pricing details for the activities mentioned
- Transportation options to and from Xcaret
- Recommended dining options within the park

Please let me know if you require any further information from my side. I look forward to your prompt response with the travel plans and any suggestions you may have.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]