

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of our upcoming family travel plans abroad.

We have decided to visit [Destination] from [Start Date] to [End Date].

This trip will be a wonderful opportunity for us to spend quality time together and explore [specific attractions or activities planned] during our stay.

We have made arrangements for our accommodations at [Hotel/Airbnb name], and our itinerary includes [brief mention of activities or places]. We are all very excited about this adventure and can't wait to share our experiences with you upon our return.

If you have any recommendations or tips for our trip, we would love to hear them!

Thank you, and we look forward to catching up soon.

Warm regards,

[Your Name]
[Your Contact Information]