

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Follow Up – Travel Agency

Dear :

At Take Me Away Travel Agency, we put forth every effort to ensure you the best trip possible. We assure you that each trip is planned with only you in mind. We promise that each client works with only one agent. By only allowing one agent to work with you, Take Me Away is able to tailor each trip to match your preferences. We are writing to follow-up on your recent trip to Tibet. We hope you enjoyed this trip as much as we enjoyed assisting you in its planning.

If you have any comments or concerns, please feel free to contact us at your convenience. Your opinion is highly valuable to us. Thank you for allowing us to be a part of your traveling experience.

Sincerely,

N A M E