



Formal Request

You will write a formal request for a travel agency.

Sender Name: _____

Company Name: _____

Date: _____

Recipient Name: _____

Designation: _____

Company Name: _____

The person who sends it.

The Company that sends it.

The person who receives it.

The title that is given to someone in a Company.

The Company that receives it.

Dear Ms/Mr _____:

I'm writing from _____, we are pleased to contact you for asking for a travel plan in _____, 2023. We apologize about the time pressure, but we need a quotation for **next** _____.

I tell you about our project, **we are a** _____ that every year have an annual travel with the 20 best Junior High School students. This time we **want to** _____.

We are looking for a destination in another country, so they could also practice their English. This is a 1-month travel, and our destination options are _____.

We look forward to your communication because we need the quotation as soon as possible, please. You can **call me at** _____ for any further clarifications.

Thanks, and _____.

Administration Manager

P.S.T.