

{Salutation} {First Name} {Last Name}
{Position}
{Company}
{Address 1}
{Address 2}
{Town/City}, {County} {Postcode}

{#Date}

Dear {Salutation} {Last Name}

{#I am/My family and I are#} planning a holiday in {#Location#} during the month of {#Month#}. I would like to receive any information you have regarding seasonal activities, museums, historical sites, hotels and restaurants in {#Location#} and the surrounding area. I would also be interested in receiving any information you have on {#Additional items of interest#}.

Please send the information to:

{#Username}
{Your Address}
{Your Town/City}
{Your County}
{Your Postcode}

Thank you in advance for your assistance.

Yours sincerely,

{#Username}
{#Company}