

Sun Travel, Inc.

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Ms. Donna Wright
1210 Greenwood Avenue
Rockville, TN 37828

Dear Ms. Wright

Thank you Ms. Wright for your letter requesting information regarding a beach vacation and for choosing Sun Travel, Inc. as your travel agent. I recently started working with Sun Travel, Inc., and I am looking forward to help you plan your luxurious "spring getaway."

Sun Travel, Inc. has a variety of beach vacation packages to offer you. I took the liberty of gathering four of our best selling packages and a complete list of what is offered with them. I put the information on the attached Beach Vacation Information Sheet.

Please let me know if any of these beach vacation packages are of any interest to you. If any of these are of interest, then I will gather any additional information you need and a detailed package of the vacation. If you have any questions, please feel free to call me or email me at any time. The phone number and email address are listed above.

Thank you for choosing Sun Travel, Inc.

Sincerely

Matt Allen
Travel Agent

Attachment