



2222 Main Street  
Fun City, TN 37728  
(615) 322-5400  
[funcity@travelocity.com](mailto:funcity@travelocity.com)

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Ms. Donna Wright  
1210 Greenwood Avenue  
Rockville, TN 37828

Dear Ms. Wright

I would like to start off by thanking you for choosing our company to help you find your vacation destination. I'm new on the job and I would like to serve you as well as I can. This should be a great first job and I hope you get the feeling that I want to help you as much as I can. I will make your choice of us well worth it.

I recently received the letter you wrote and I am pleased to serve you in any way. I have found many destination sites that will be helpful to your choosing. I have enclosed a business vacation sheet that will give you the destination, accommodation you will be staying in, the length of stay, and most importantly the cost. Your specific request is ensured in the document and I hope it will help you.

If you have any more information that is not included in the information sheet than you just let me know. I can also find more destinations if these don't suit your wanting. I will help you in anyway possible and I will try to make this the best vacation of your life. Once again I would like to thank you for choosing Sun Travel, Inc. and may your vacation be memorable. If you need to contact me you can e-mail me at [funcity@travelocity.com](mailto:funcity@travelocity.com) or the phone number located at the top of this page.

Sincerely

J. R. Jernigan  
Travel Agent

Enclosure