

A letter to introduce a travel agency

Dear [Recipient Name],

We are very excited to introduce [XYZ Travel Agency] as the one stop provider for all your travel needs and requirements. We label ourselves as leading, innovative, and highly efficient and look forward to demonstrate these qualities at the earliest possible chance.

Since established in [1995], the primary aim was to provide quality travel services to business and leisure travellers. The agency continued to grow and branch out its interests to rise as one of the exponents in the travel industry.

Supported by strong financial management, impressive customer satisfaction and constant improvement, [travel agency name] has expanded to cover various facets of the industry. Our experience led to perfection in both our outbound and inbound units.

Our academy offers IATA accredited Travel and Tourism training programs, bringing comprehensive industry specific courses that cover all aspects of the aviation and travel business.

In [2014], we initiated a seven month process to complete a three-tier ISO certification and secure recognition in Quality Management and Safety.

Our Profile:

- Established Year: 1991
- Head Quarters: New York
- Other Locations: US and Europe

Activities:

- Airlines and Leisure Representation
- Inbound Travel
- Corporate Travel
- Leisure Travel (Outbound)
- Travel and Aviation Training

Affiliations: IATA

Certifications: ISO 9001-2008

Our Advantage

- Experienced management team.
- In-depth knowledge of region's travel needs.
- Widely and closely networked with trade, corporate and diplomatic community.
- One Stop Shop to provide all services to customers and travel community.
- Excellent relations with the Government, national airlines, civil aviation and airport authorities.

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