



Sunshine House
25 Gardington Square
London
SW5 12QT

0121 555 1234

Date as postmark

«Title» «Initial» «Name»
«Address»
«Town»
«Postcode»

Dear «Title» «Name»

Thank you for your enquiry about the price of a holiday to «Destination». We have costed this out for you following your instructions and the total for «No_of_People» people comes to £«Cost».

This price will be held for a period of 7 days and you should quote Ref «Ref» when booking.

If you have any queries please contact me on extension 456. I look forward to hearing from you.

Yours sincerely

Jane Tennant
Manager