

# Terrific Tours

Sunshine House  
25 Gardington Square  
London  
SW5 12QT

0121 555 1234

Date as postmark

Mr H Green  
15 James Street  
BIRMINGHAM  
BX34 56JH

Dear Mr Green

Thank you for your enquiry about the price of a holiday to Algiers. We have costed this out for you following your instructions and the total for 5 people comes to £955.

This price will be held for a period of 7 days and you should quote Ref ALG6841 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

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Date as postmark

Mrs N Jaffrey  
157 Avenue Grimaldi  
CARDIFF  
CA45 9KS

Dear Mrs Jaffrey

Thank you for your enquiry about the price of a holiday to Madiera. We have costed this out for you following your instructions and the total for 4 people comes to £1560.

This price will be held for a period of 7 days and you should quote Ref MAD1689 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

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Rev S Hurley  
1 High Town Road  
STEVENAGE  
ST2 44JK

Dear Rev Hurley

Thank you for your enquiry about the price of a holiday to Spain. We have costed this out for you following your instructions and the total for 6 people comes to £1760.

This price will be held for a period of 7 days and you should quote Ref SPA1238 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