

Letter Template: Sharing Holiday Travel Itinerary (Informal)

Your Address

(Optional for informal letters)

Date

Hi [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news-I'm going on a holiday trip soon, and I thought you might like to hear about my plans.

Here's my itinerary:

- **Travel Dates:** [Start Date] to [End Date]
- **Destinations:** [List the cities or countries you'll visit, e.g., Paris, Rome, and Barcelona]
- **Accommodation:** [Briefly describe where you'll be staying, e.g., a cozy Airbnb in the city center, or a beach resort]
- **Activities:** [Highlight special activities, tours, or events planned, e.g., wine tasting in Tuscany, a museum tour in Paris, or hiking the local trails]

I picked these places because [share a personal reason or anecdote, e.g., "I've always dreamed of seeing the Eiffel Tower!"] or [You know how much I love Italian food!]. If you have any recommendations for must-see spots or places to eat, please let me know!

I'll definitely keep you posted and send you some photos along the way. If you happen to be around any of these places during my trip, it would be awesome to meet up!

Looking forward to catching up soon. Take care and talk to you later!

Cheers,

[Your Name]