Date   
Name of Addressee and designation   
Address

Dear Mr./Ms. [X]

Thank you for your interest in tour packages of Anima Travels.

Anima Travels is a leading travel agency licensed by IATA and IFTA. We provide travel services to our clients, and suffice their accommodation at an affordable price through a strong network,

Our understanding of your need based on your request for quotation is that you require tour package details inclusive of accommodation and visit tourist sites for your company’s board meeting, in Hong Kong, comprising of 25 participants scheduled from April 04, 20XX, to April 06, 20XX.

Our pricing details are mentioned below:

* Promo Package - $[X] per person
  + Package includes: 3 days and 2 nights at Hotel ABC (4-star hotel)
  + Daily breakfast
  + The fare from the airport to hotel and back to the airport
  + Half-day city tour on Day 2, excluding entry fee of tourist sites
* Premium Package - $[X] per person
  + Package includes: 3 days and 2 nights at Hotel ABC (5- star hotel)
  + Daily breakfast and 2 days hi-tea
  + The fare from the airport to hotel and back to the airport
  + Half-day city tour on Day 2 excluding entry fee of tourist sites
* Supreme Package - $[X] per person
  + Package includes: 3 days and 2 nights at Hotel ABC (5-star hotel)
  + Daily breakfast, dinner and 2 days hi-tea
  + The fare from the airport to hotel and back to the airport
  + Half-day city tour on Day 2 including entry fee of tourist sites

**Cancellation and Refund Policy**

* No cancellation fee will be charged within 24 hours of proposal acceptance
* 10% cancellation fee will be charged in case of cancellation within 48 hours of proposal acceptance
* 25% cancellation fee will be charged in case of cancellation within 72 hours of proposal acceptance
* 50% cancellation fee will be charged in case of cancellation within 96 hours of proposal acceptance
* 100% cancellation fee will be charged in case of cancellation after 96 hours of proposal acceptance

For a detailed itinerary and any further information, please reach out to us.

Hoping to hear from you soon.