

ADDRESS OF PLACE DATE

Dear NAME OF PERSON,

I am pleased to let you know of my new position with *Life is Better Traveling, LLC*. You can continue to expect the same commitment and dedication that I have shown for the past 23 years at Peoples Travel Agency with the additional support of a company that offers the highest standards of customer service, integrity, and love.

It is my hope with this change that I will be better able to serve you in all your travel needs at the present time as well as in the future.

I would like to set up an appointment with you at your earliest convenience so we can discuss how I can continue to help fulfill your travel needs. Please feel free to contact me at \_\_\_\_\_\_\_\_\_ so we can start to discuss what our agency can do for you.

I look forward to hearing from you soon, and continuing this valuable partnership.

Sincerely yours,

Phone: Email: www.LifeisBetterTraveling.com