**[Your Name]**  
[Your Position]  
[Your Travel Agency Name]  
[Address]  
[Phone Number]  
[Email Address]  
[Date]

**[Recipient’s Name]**  
[Recipient’s Position]  
[Company/Organization Name]  
[Address]

Dear [Recipient’s Name],

**Subject: Business Proposal for Travel Management Services**

I hope this message finds you well. I am writing to introduce our company, **[Your Travel Agency Name]**, and propose a potential business collaboration that could significantly enhance your organization’s travel planning and management.

With [X] years of experience in the travel and tourism industry, we specialize in providing comprehensive, reliable, and cost-effective travel solutions tailored to meet both corporate and individual needs. Our services include:

* Domestic and international flight bookings
* Hotel reservations and accommodation management
* Corporate travel packages
* Visa assistance and travel insurance
* Customized holiday and group tours

We believe that partnering with your esteemed organization will be mutually beneficial. Our agency is committed to providing excellent customer service, competitive rates, and 24/7 support to ensure seamless travel experiences for your team.

Enclosed with this letter is a detailed proposal outlining our service offerings, pricing models, and value-added features. We would appreciate the opportunity to meet at your convenience to discuss this proposal further and explore how we can support your travel requirements effectively.

Thank you for considering this opportunity. We look forward to the possibility of working together.

Warm regards,  
**[Your Name]**  
[Your Position]  
[Your Travel Agency Name]