

March 11, 20—

Ms. Karen Shalicky  
Lincoln Travel Center  
2384 Longdale Avenue  
Suite 4113  
Boston, MA 02134-3489

Dear Ms. Shalicky:

I am interested in taking a cruise in one of the following regions:

- Alaska Inland Passageway
- Caribbean Islands
- Greek Isles

Could you please send me some promotional materials for these cruises? My financial resources are such that I would like to limit my cruise package to \$5,000 and would prefer a cruise no longer than ten days in length. I will be accompanied by my friend Bonnie Davis, and I assume that any quotes you give me could apply to both of us.

We would like to do sightseeing in some of these locations. Do you have special excursions available to passengers? I am enclosing a list of the sites we would like to visit in each of these regions.

The best time for us to travel is between June 1 and June 20, and we would like you to schedule our trip around those dates. I hope to hear from you soon.

Yours truly,

Rita Wright  
678 Ardale Avenue  
Milton, MA 02186-2190

Enclosure  
c: Bonnie Davis