

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

It was indeed good news to hear of your opportunity to travel to  
(location of intended trip). No doubt this will be a  
great opportunity for you to see and experience (area,  
country, etc.) firsthand. Please remember to drop us a note or card, and be  
sure to tell us about your adventures. It will be fun to visit with you upon  
your return and experience vicariously the adventure of your travels. Have fun.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.