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Australia

<<Insert Date>>

<<Insert Address>>

Dear <<insert name>>

Please be advised that we wish to confirm your tour booking. Please check all details below, and contact us should any be incorrect.

Tour name: <<Tour Name>>

Tour start date: <<Start Date>>

Number of travellers: <<Number of Travelers>>

Deposit paid: <<Deposit amount>>

Balance owing: <<Balance owing>>

Sojourn Travel is a complete travel service, and can book your flights, and any further accommodation on your holiday. Please contact our representative <<Representative name>> on <<Rep phone number>> to find another great deal on our extra services.

Kind regards

<<Representative name>>