*NOTE: Please update any blue text with the details of your trip.*

Dear Name,

I would like to plan a subject trip for our Year XX students.

We propose a stay in destination during datefor X days / X nights. The tour would meet a variety of curriculum/examination objectives, putting the students’ studies into an exciting and relevant context.

We plan to focus the trip on excursions to insert excursions to investigate a range of topics, as well as visiting other sites of local, cultural and educational interest.

I have had quotes from other tour operators and would like to choose to travel with Equity. They are market leaders in school travel and have been in operation since 1933. They are completely financially protected by ABTA and ATOL and are also accredited by ‘Learning Outside the Classroom’ and the School Travel Forum; both organisations which support excellence in the planning and delivery of successful educational trips.

Depending on the exact dates, Equity is quoting **£XXX** for the trip. This price includes **airfares/coaching,** hotel accommodation, {X breakfasts and dinners}, and entrance fees to selected places of interest.

Our department will run a meeting for parents and students to give out further details and Equity are offering curriculum-linked presentations and other materials to support the meeting.

I hope you will support our department in the running of this trip as we believe it will deliver strong educational value to our students.

Yours sincerely

**YOUR NAME**

YOUR JOB