Dear Parents and Students:

I wanted to let you know that I am organizing a trip to (Place & Date). I am very excited to have the opportunity to travel with these bright young minds and instill in them the love of travel. Apart from an insight into different cultures and ways of life, traveling abroad gives students and teachers alike an expanded sense of global awareness, making us all more knowledgeable and well-rounded in the process.

If you would like to learn more about the trip, join us at an informational meeting where we will discuss the trip’s itinerary and answer any and all questions you may have about how to sign up and our flexible payment plans.

**Meeting Date:**

**Meeting Time:**

**Meeting Location:**

In the meantime, you can go on the following website to learn more about this trip and get an idea about what you can expect:

www.

Please keep me in the loop about whether or not you can attend. If you have a conflict with the date of the meeting but you would still like to learn more about the trip, feel free to call or email me and I will be happy to give you more information.

I am looking forward to beginning this process with you and hope you are feeling the same!

Yours sincerely,

<Group Leader>