To : managerxyz@gmail.com

Cc : [Teamleadabc@gmail.com](mailto:Teamleadabc@gmail.com)

Bcc: hrabc@gmail.com

Subject : Enquiring about a trip to Hydrabad.

Dear xyz,

We are planning a trip to Hydarbad for 10 days with 50 employees on December 2021.

We will have about less than 60 people working for us . In practically every aspect ,we expect basic 3 star facilities. We are interested to explore the place as much as possible.

Please provide the following information about the prices and amenities for the following:

1. your strategy is to relocate employees
2. Number of rooms and charges
3. Arrangements of meals
4. Buses and the charges

Looking forward to quick response.

Thanks and Regards,

Neethu Satheesh

Assoc Developer

UST global

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