

Sample Letter to Administration

Your Organization

Your Department

Dear Committee Members and Administrators,

I am thrilled to announce that during spring break of 2026, I will be leading a group from [Your Organization] on an exciting trip to Spain and Portugal with Encore Tours. After extensive research, I have chosen Encore Tours for their distinguished reputation as the premier operator of performance tours. With over 25 years of experience, they offer fully insured programs supported by a robust 24-hour, 365-day network, ensuring safety and quality for all participants. Accommodations in three- and four-star hotels in secure areas, paired with reliable local transportation, will enhance our travel experience.

Our journey will be guided by an experienced Encore Tour Manager—an educator fluent in multiple languages, passionate about music, and deeply knowledgeable about the regions we will explore. Their expertise will enrich our exploration of musical heritage and cultural diversity.

Throughout the eight-day adventure, participants will have the extraordinary opportunity to perform in some of Europe's most historic cathedrals and concert halls, forging meaningful connections with our artistic pursuits and personal interests. Our itinerary includes performances and visits to iconic landmarks such as the Alhambra in Granada and cultural explorations of Lisbon, complemented by immersive activities that highlight the vibrant cultures of Spain and Portugal.

I look forward to discussing this exciting opportunity at our upcoming Committee Meeting on [Meeting Date]. Your support in endorsing this tour and exploring funding opportunities to make this experience accessible to all participants would be greatly appreciated. Parents, community members, and fellow educators who have traveled with Encore Tours will be available to share their insights and answer any questions.

For further information or to discuss collaboration to make this journey a reality, please contact me at (555) 555-5555 or via email at firstlastname@sampleschool.edu.

With regards,

Signature

First Name Last Name

[Your Department]

[Your Organization]