October 19, 2009

Dear parents and students,

Hello! I’m excited to inform you that I’m organizing an educational tour of <TOUR NAME> on <DATES>.  International travel offers a wealth of opportunities for learning outside the classroom, and this will be a fun, easy way for students to see the world with their friends.

So please join me for an informational meeting to learn more about our tour itinerary, the sign up process, and the payment schedule.

**Meeting Date:**

**Meeting Time:**

**Meeting Location:**

If you'd like a sneak peak of the tour before the meeting, just visit www.Explorica.com. Enter our TourCenter Code here: http://www.explorica.com/sign-up.aspx.  You’ll be able to see our full tour itinerary, print important information about the tour and learn more about the tour destinations.

Please let me know if you will be attending the meeting.  If you are unable to attend but are still interested in learning more about the trip, please give me a call or send me an email so we can go through the tour specifics at a more convenient time.

I look forward to speaking with you!

Sincerely,

<GROUP LEADER NAME>