Date:

**Subject: Announcement for Tour to [mention Destination]**

To whom it may concern,

We are excited to announce that all the staff members of the [mention Organization Name] are invited for a tour to [mention Destination]. We hope that it will be a great experience and an enjoyable visit. It will be a four-day and three-night trip. Following are some other details of the tour:

[Mention Details of the Tour]

If anyone wants to go on the tour, make sure to get your name registered before [mention Date]. Hopefully, this little recreational activity will be a great source of relaxation and joy for all of us.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]