

SAMPLE LETTER FROM NTO's to issue to prospective OTOAI Members - August 2014

(Suggested format. NTO is free to use their own terminology too)

M/s. OTOAI

Executive Committee

New Delhi

Ref : Letter of Recommendation for OTOAI Active Member Agent/s

Dear Sir/s

This is to state that :

- M/s ----- has / have been working with our destination closely and regularly and have sent substantial passengers there.
- The Agency has been known to work with our recommended DMC's for itineraries to our destination.
- The Agency has / hasn't successfully completed a Specialist Destination Training with us.
- The Agency has / hasn't asked for our assistance in sending MICE groups to our destination.
- The Agency has / hasn't been on a Familiarisation Trip to our destination in -----.

We hereby recommend, without prejudice and with no financial or legal obligation that M/s ----- are considered for OTOAI Active membership.

Yours,

NTO