

Traveller Communication Templates

Hospitality & Travel

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Keep travellers informed before and during trips — a message library across the trip lifecycle (booking confirmed, pre-departure, documents ready, day-before, during, welcome back) and a pre-departure checklist. Fill in the details below.

Purpose of this tool & output

Keep travellers informed before and during trips

How the output is used

Use the templates to keep travellers informed before and during trips at every key stage.

Important cautions

AI-generated templates; follow WhatsApp and consent rules.

Companion documents

- Visa Support Letter Writer
- Confirmed Itinerary Letter
- Cancellation Policy Writer
- Travel Insurance Guidance
- Booking Voucher Generator
- Refund Policy Writer

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.