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October 22, 2024

Dr. Gabriella Gobbi

McGill University
845 Sherbrooke W.
Montreal, QC H3A 0G4

Dear Dr. Gobbi:

Subject: Itinerary for your business trip

I hope this message finds you well. I have prepared the itinerary for your upcoming conference trip to Phoenix from December 9-11. Below are the details I have organized for you:

You're booked to fly from Montreal to Phoenix on December 8, departing at 7:00 a.m. and arriving at 1:13 p.m. with a short stop in Atlanta. Your stay will be at the Kimpton Hotel Palomar Phoenix, located just a five-minute walk from the convention center, with check-in on the 8th and check-out on the 12th.

On Tuesday evening, I suggest Wren & Wolf, which offers a great selection of dishes and has a price range of \$30 and under. I can make a reservation for you and your colleagues.

On Thursday morning, I will have a rental car ready for your trip to the Grand Canyon, where your husband and daughter will join you. I've booked your accommodations at The Grand Hotel at the Grand Canyon for a two-night stay from December 12 to 14, totaling CA \$488.86. Also, for your outing in the Grand Canyon, I recommend the Grand Canyon South Rim Jeep Tour.

Overall, the estimated cost for the entire trip is around CA \$2,537.55. If you have any additional requests or preferences, please let me know, and I'll be happy to assist. I want to ensure everything goes smoothly for your trip!

Best regards,

Thalie Cormier

Thalie Cormier
Travel Agent

Encl. : Detailed Itinerary information.