

Hi [Client's First Name],

Your upcoming adventure with **Exotik Journeys** is almost here — and it's time to get everything in order so you can travel with confidence and peace of mind!

Below is your personalized checklist to ensure a smooth and seamless departure:

Step 1: Review Your Final Travel Documents

Your final travel documents will be issued approximately **2–3 weeks prior to departure** and include:

- ✓ Day-by-day itinerary
- ✓ Hotel contact information
- ✓ Flight details (if booked with Exotik)
- ✓ Transfer and tour vouchers
- ✓ Emergency contacts at destination

Please review everything carefully and let me know right away if anything looks incorrect or if you have any questions.

Step 2: Ensure You Have Valid Travel Documentation

For international travel with Exotik Journeys, make sure you have the following:

- ✓ A **valid passport** (must be valid for at least 6 months beyond your return date)
- ✓ Any required **entry visas, tourist cards, or electronic travel authorizations (ETAs)** for the destination(s) you're visiting
- ✓ **Vaccination certificates** or health documents (if applicable based on your destination)

If you're unsure about visa requirements or health protocols, I'm happy to assist you with the latest information.

Step 3: Confirm Arrival Details & Transfers

If your Exotik package includes airport transfers, your **arrival flight details** must be submitted in advance to ensure a smooth pickup.

If your flights were booked separately, please forward me your flight itinerary as soon as possible so I can provide it to the destination team.

Step 4: Travel Insurance (Strongly Recommended)

If you haven't already purchased **travel insurance**, now is the time!

Insurance is highly recommended and should cover:

- Trip cancellation/interruption
- Emergency medical assistance
- Lost or delayed baggage

Let me know if you'd like a quick quote or if you'd like to confirm your current coverage.

Step 5: Get Travel Ready

Here are some final pre-trip tips to help you prepare:

- ✓ Review baggage allowances (especially for internal flights or local carriers)
- ✓ Pack appropriate clothing based on your destination's climate
- ✓ Bring power adapters (if required)
- ✓ Make photocopies or digital backups of your important documents (passport, insurance, etc.)

If you have any questions or need support at any point before departure, I'm just an email or phone call away. You're about to embark on a journey filled with culture, connection, and unforgettable moments — and I'm so excited for you!