
INTEROFFICE MEMORANDUM

TO: ADVENTURE TRAVEL EMPLOYEES
FROM: STUDENT NAME
SUBJECT: HIKING TOUR STATUS REPORT
DATE: 1/15/23

The bookings to date for our upcoming hiking tours are displayed in the following table. As you can see the new Utah tour is full and the Puerto Rico tour is almost full. We are considering offering a second week on both these tours. Because several others are also close to capacity you may want to advise any clients who are considering one of these tours to make reservations as soon as possible.