

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Travel Agency Name]  
[Travel Agency Address]  
[City, State, Zip Code]

Subject: Travel Confirmation for [Destination]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to confirm my upcoming travel arrangements as follows:

- \*\*Traveler Name:\*\* [Your Full Name]
- \*\*Booking Reference Number:\*\* [Booking Reference]
- \*\*Destination:\*\* [Destination Name]
- \*\*Travel Dates:\*\* [Departure Date] to [Return Date]
- \*\*Flight Information:\*\*
  - Departure Flight: [Flight Number, Date, Time]
  - Return Flight: [Flight Number, Date, Time]
- \*\*Accommodation Details:\*\*
  - Hotel Name: [Hotel Name]
  - Check-in Date: [Check-in Date]
  - Check-out Date: [Check-out Date]

Please confirm that all details are correct and let me know if there is any additional information I need to provide.

Thank you for your assistance.

Best regards,

[Your Full Name]