

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

JTB Travel Agency

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

Dear JTB Customer Service,

Subject: Request for Itinerary Changes

I hope this message finds you well. I am writing to request changes to my travel itinerary. My booking reference number is [Booking Reference Number].

Details of the original itinerary are as follows:

- Departure Date: [Original Departure Date]
- Return Date: [Original Return Date]
- Destination: [Original Destination]

I would like to request the following changes:

- New Departure Date: [New Departure Date]
- New Return Date: [New Return Date]
- New Destination: [New Destination] (if applicable)

Please let me know if these changes can be accommodated and any additional fees that may apply. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]