

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Travel Itinerary for Visa Application

Dear [Recipient's Name],

I am writing to provide my travel itinerary for my upcoming trip to [Destination Country]. The details of my travel plans are as follows:

**\*\*Traveler Information\*\***

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

**\*\*Travel Dates\*\***

- Departure Date: [Departure Date]
- Return Date: [Return Date]

**\*\*Flight Information\*\***

- Departure Flight:
  - Airline: [Airline Name]
  - Flight Number: [Flight Number]
  - Departure Airport: [Departure Airport]
  - Arrival Airport: [Arrival Airport]
  - Departure Time: [Departure Time]
  - Arrival Time: [Arrival Time]
- Return Flight:
  - Airline: [Airline Name]
  - Flight Number: [Flight Number]
  - Departure Airport: [Arrival Airport]
  - Arrival Airport: [Departure Airport]
  - Departure Time: [Departure Time]
  - Arrival Time: [Arrival Time]

**\*\*Accommodation Details\*\***

- Hotel Name: [Hotel Name]
- Hotel Address: [Hotel Address]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Contact Number: [Hotel Contact Number]

**\*\*Purpose of Travel\*\***

- [Briefly describe the purpose of your travel, e.g., tourism, business meeting, family visit, etc.]

I trust this information will assist in the processing of my visa application. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]