

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm our holiday travel arrangements for [destination] from [start date] to [end date].

****Travel Details:****

- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Flights: [Flight details and confirmation numbers]
- Accommodation: [Hotel or rental details including address]
- Transportation: [Car rental or shuttle service details]

Please let me know if there are any changes or additional details required. Looking forward to an enjoyable trip!

Thank you,

[Your Name]

[Optional: Signature if sending a hard copy]