

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient Name],
I am writing to confirm the details of our upcoming travel itinerary.
Below are the specifics of the trip:
Travel Dates:
Departure: [Departure Date]
Return: [Return Date]
Flight Information:
Departure Flight: [Airline Name and Flight Number]
Departure Time: [Departure Time]
Arrival Time: [Arrival Time]
Return Flight: [Airline Name and Flight Number]
Return Time: [Departure Time]
Arrival Time: [Arrival Time]
Accommodation Details:
Hotel Name: [Hotel Name]
Check-in Date: [Check-in Date]
Check-out Date: [Check-out Date]
Reservation Number: [Reservation Number]
Transportation:
[Details of any car rentals, transfers, or transportation arrangements]
Activities Scheduled:
[Details of planned activities or excursions]
Please review the details and let me know if you have any questions or
require modifications. I'm looking forward to our trip!
Best regards,
[Your Name]