

Revised Travel Arrangements Confirmation

Dear [Group Leader's Name],

We are writing to confirm the revised travel arrangements for your upcoming group trip scheduled for [Trip Dates]. Below are the updated details:

Itinerary

- **Departure:** [Departure Date & Time] from [Departure Location]
- **Arrival:** [Arrival Date & Time] at [Destination]
- **Return:** [Return Date & Time] from [Destination]
- **Accommodation:** [Hotel Name and Address]

Participants

The confirmed participants for the trip are:

- [Participant 1 Name]
- [Participant 2 Name]
- [Participant 3 Name]

Additional Information

Please ensure that all participants have the necessary travel documents. For any questions or further adjustments, feel free to reach out to us at [Contact Information].

Thank you for choosing [Travel Agency/Company Name]. We look forward to providing you with a memorable travel experience.

Best regards,

[Your Name]

[Your Position]

[Travel Agency/Company Name]

[Contact Information]