

Trip Rescheduling Request

Date: [Insert Date]

To: [Travel Agency/Company Name]

Address: [Travel Agency/Company Address]

Dear [Travel Consultant's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming trip originally booked for [Original Departure Date] due to unforeseen passport issues.

My passport has encountered [briefly explain the issue, e.g., renewal delays, loss, etc.], and I am unable to travel as planned. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

I would kindly ask if it is possible to reschedule my trip to [Proposed New Dates]. I am looking forward to your guidance on how to proceed and any fees that may apply for the changes.

Thank you for your assistance, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Booking Reference Number]