

# **Trip Rescheduling Request**

Date: [Insert Date]

To: [Travel Agency/Authority Name]

From: [Your Name]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming trip originally scheduled for [insert original travel dates] due to recent travel advisories issued regarding [insert reason, e.g., health concerns, natural disasters, etc.].

Given the circumstances, I would greatly appreciate your assistance in rescheduling my trip to a later date. Please let me know the available options for new travel dates, as well as any additional fees or policies that may apply.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Booking Reference Number]