

# Corporate Travel Itinerary Confirmation

Date: **[Insert Date]**

To: **[Recipient's Name]**  
[Recipient's Position]  
[Company Name]  
[Company Address]

**Dear [Recipient's Name],**

We are pleased to confirm your travel itinerary for your upcoming corporate trip. Below are the details of your travel arrangement:

## Travel Itinerary

- **Departure:** [Departure Date & Time] from [Departure Location]
- **Arrival:** [Arrival Date & Time] at [Arrival Location]
- **Airline:** [Airline Name], Flight Number: [Flight Number]
- **Accommodation:** [Hotel Name] at [Hotel Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Transportation:** [Details of Transport Arrangement]

## Important Notes

- Please ensure to arrive at the airport at least [X hours] prior to your flight.
- Keep this itinerary handy for your reference during your travel.
- For any changes or assistance needed, please contact [Contact Person] at [Contact Information].

We wish you a successful trip and safe travels!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]