

Travel Confirmation Letter

Date: [Insert Date]

Dear [Traveler's Name],

We are pleased to confirm your travel arrangements for your immediate departure.

Travel Details

- **Departure Date:** [Insert Departure Date]
- **Departure Time:** [Insert Departure Time]
- **Flight Number:** [Insert Flight Number]
- **Destination:** [Insert Destination]
- **Booking Reference:** [Insert Booking Reference]

Please ensure you arrive at the airport at least [Insert Duration] before your departure time. For any queries, feel free to contact us.

Safe travels!

Best regards,

[Your Company Name]

[Contact Information]