

Travel Plans for Extended Overseas Stay

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you of my upcoming travel plans for an extended overseas stay.

Traveler's Name: [Your Name]

Destination: [Country/City]

Travel Dates: [Start Date] to [End Date]

Purpose of Travel: [Business/Leisure/Study/etc.]

During my stay, I will be residing at [Hotel Name or Address of Accommodation]. I have also made arrangements for transportation and local activities, which include [Brief Description of Activities].

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]