

Corporate Retreat Travel Arrangement Confirmation

Dear [Client Name],

We are pleased to confirm your travel arrangements for the upcoming corporate retreat scheduled from [start date] to [end date] at [destination]. Below are the details of your specialized group travel:

Itinerary Overview

- **Departure Date:** [departure date]
- **Return Date:** [return date]
- **Participants:** [Number of Participants]

Travel Details

Flight Information:

- **Outbound Flight:** [Flight number, departure time, arrival time]
- **Return Flight:** [Flight number, departure time, arrival time]

Accommodation:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Check-in:** [Check-in Date]
- **Check-out:** [Check-out Date]

Additional Arrangements

We have also arranged for the following amenities:

- **Meeting Rooms:** [Details of meeting rooms reserved]
- **Transportation:** [Details of transportation arrangements]
- **Team-Building Activities:** [Details of activities planned]

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

We look forward to making your corporate retreat a memorable experience!

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