

# Letter of Appeal for Changes to Travel Package

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

To Whom It May Concern,  
[Travel Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Request for Changes to Travel Package Booking #[Booking Number]

Dear [Travel Agency Name],

I hope this message finds you well. I am writing to formally appeal for changes to my travel package, which I booked on [Booking Date]. Due to [brief explanation of the reason for the change, e.g., unforeseen circumstances, personal reasons], I would like to request the following changes to my itinerary:

- [Change #1: e.g., new travel dates]
- [Change #2: e.g., different destination]
- [Change #3: e.g., additional services needed]

I understand there may be additional fees or requirements associated with these changes, and I am willing to comply with the necessary policies. I sincerely hope for your cooperation and understanding regarding my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,  
[Your Name]