

Travel Plans Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

This letter is to confirm the revised travel plans as discussed.

New Travel Itinerary:

- **Departure:** [Insert Departure Date and Time]
- **Return:** [Insert Return Date and Time]
- **Destination:** [Insert Destination]

Please let me know if you have any questions or need further assistance. We appreciate your understanding and flexibility with these changes.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]