

## Follow-Up on Travel Itinerary Alterations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous communication regarding the alterations to my travel itinerary for the upcoming trip scheduled for [Insert Date].

As previously discussed, I would like to confirm the changes made to my itinerary, which include:

- Departure Date: [New Departure Date]
- Return Date: [New Return Date]
- Flight Number: [New Flight Number]
- Accommodation Details: [New Accommodation Details]

It would be greatly appreciated if you could provide an update on the status of these modifications at your earliest convenience. Please let me know if any additional information is required from my side.

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

Best regards,  
[Your Name]  
[Your Contact Information]