

Inquiry About Travel Itinerary Adjustments

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to inquire about possible adjustments to my travel itinerary, booked under the name [Your Name], with confirmation number [Confirmation Number].

Due to [reason for adjustments], I would like to discuss the following changes:

- [Change 1: Specify the details]
- [Change 2: Specify the details]
- [Change 3: Specify the details]

Please let me know the feasibility of these adjustments and any additional costs that may be incurred. I appreciate your assistance and look forward to your prompt response.

Thank you!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]