

Request for Travel Package Itinerary Changes

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to request changes to my upcoming travel itinerary for booking reference number [Your Booking Reference].

Due to [reason for the request, e.g., unforeseen circumstances or personal preferences], I would like to make the following adjustments:

- Change departure date from [current date] to [new date]
- Modify hotel stay from [current hotel] to [new hotel or additional nights]
- Adjust activities planned, specifically [mention specific activities]

Could you please inform me about the feasibility of these changes and any associated fees? I appreciate your assistance in accommodating my requests.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]