

Travel Arrangements Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your travel arrangements for the upcoming Annual Convention scheduled for [Insert Dates]. Below are the details of your itinerary:

Flight Details

Departure: [Departure City] on [Flight Date and Time]

Arrival: [Destination City] on [Arrival Date and Time]

Airline: [Airline Name]

Flight Number: [Flight Number]

Accommodation Details

Hotel Name: [Hotel Name]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Address: [Hotel Address]

Transportation

Airport Transfer: [Details of Airport Transfer]

Local Transportation: [Details of Local Transportation]

If you have any questions or require further assistance, please do not hesitate to reach out.

Looking forward to seeing you at the convention!

Best regards,

[Your Name]

[Your Position]

[Your Company]