

Travel Itinerary Confirmation

Dear [Member's Name],

We are pleased to confirm your travel itinerary for the upcoming conference, [**Conference Name**], taking place from [**Start Date**] to [**End Date**].

Itinerary Details:

- **Departure:** [Departure Date & Time] from [Departure Location]
- **Arrival:** [Arrival Date & Time] at [Arrival Location]
- **Accommodation:** [Hotel Name, Address, Check-in Date, Check-out Date]
- **Conference Venue:** [Venue Name, Address]
- **Return:** [Return Date & Time] to [Return Location]

Important Information:

Please ensure you have all necessary documents, including your conference registration confirmation and travel tickets. Feel free to reach out to us if you have any questions or need further assistance.

Looking forward to seeing you at the conference!

Best regards,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]