

Club Travel Itinerary Confirmation

Date: [Insert Date]

To: [Group Leader's Name]

From: [Travel Coordinator's Name]

Subject: Confirmation of Travel Itinerary for [Group Name]

Dear [Group Leader's Name],

We are pleased to confirm the travel itinerary for your upcoming outing with [Club Name]. Below are the details for your group:

Travel Details:

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Destination:** [Insert Destination]
- **Group Size:** [Insert Number of Participants]

Itinerary Overview:

1. [Activity/Location 1] - [Time]
2. [Activity/Location 2] - [Time]
3. [Activity/Location 3] - [Time]

Travel Arrangements:

- **Transport:** [Insert Transport Details]
- **Accommodation:** [Insert Accommodation Details]
- **Meals:** [Insert Meal Arrangements]

Please ensure that all members of your group are aware of the itinerary and arrive on time. Should you have any questions or need to make adjustments, feel free to contact me at [Contact Information].

We look forward to a wonderful outing!

Best regards,

[Your Name]

[Your Title]

[Club Name]
[Phone Number]
[Email Address]