

Club Travel Itinerary Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm the travel itinerary for the upcoming sports tournament. Below are the details:

Itinerary Details

- **Departure Date:** [Insert Departure Date]
- **Departure Time:** [Insert Departure Time]
- **Departure Location:** [Insert Departure Location]
- **Arrival Location:** [Insert Arrival Location]
- **Return Date:** [Insert Return Date]
- **Return Time:** [Insert Return Time]

Team Members Traveling

- [Member 1 Name]
- [Member 2 Name]
- [Member 3 Name]
- [Member 4 Name]
- [Member 5 Name]

Accommodation Details

Hotel Name: [Insert Hotel Name]

Check-in Date: [Insert Check-in Date]

Check-out Date: [Insert Check-out Date]

Address: [Insert Hotel Address]

Contact Number: [Insert Hotel Contact Number]

Important Notes

- Please arrive at the departure location at least 30 minutes prior to departure.
- Pack all necessary gear and personal items for the tournament.

- Contact [Insert Contact Person's Name] at [Insert Contact Number] for any urgent matters.

We wish your team good luck in the tournament!

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]