

# Travel Itinerary Confirmation

Dear [Recipient's Name],

We are pleased to confirm your travel itinerary for the upcoming educational trip to [Destination] from [Start Date] to [End Date]. Below are the details of your itinerary:

## Itinerary Details

- **Departure:** [Departure Date & Time]
- **Return:** [Return Date & Time]
- **Mode of Transport:** [Transportation Method]
- **Accommodation:** [Hotel/Accommodation Name & Address]

## Daily Schedule

1. [Date]: [Activity/Visit]
2. [Date]: [Activity/Visit]
3. [Date]: [Activity/Visit]

## Important Information

Please ensure that you have the following items for the trip:

- [Item 1]
- [Item 2]
- [Item 3]

If you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]