

Air Travel Schedule Amendment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change to my travel schedule initially planned for [original travel dates].

The new travel details are as follows:

- New Departure Date: [new departure date]
- New Arrival Date: [new arrival date]
- Flight Number: [new flight number]
- Departure Time: [new departure time]
- Arrival Time: [new arrival time]

I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]