

Flight Arrangement Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update regarding your upcoming flight arrangements.

Previous Flight Details:

Flight Number: [Old Flight Number]
Departure Date: [Old Departure Date]
Departure Time: [Old Departure Time]
Arrival Time: [Old Arrival Time]

Updated Flight Details:

Flight Number: [New Flight Number]
Departure Date: [New Departure Date]
Departure Time: [New Departure Time]
Arrival Time: [New Arrival Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure your travel experience is seamless. Please do not hesitate to reach out if you have any questions or require further assistance.

Thank you for your attention to this matter.

Best Regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]