

# Travel Booking Modification Request

Date: [Insert Date]

To,

[Travel Agency Name]

[Travel Agency Address]

Dear [Travel Agency Representative's Name],

I hope this message finds you well. I am writing to request a modification to my existing travel booking with reference number [Insert Booking Reference Number].

Due to [briefly explain the reason for modification], I would like to alter the following details of my travel itinerary:

- **Current Departure Date:** [Insert Current Date]
- **New Departure Date:** [Insert New Date]
- **Current Return Date:** [Insert Current Return Date]
- **New Return Date:** [Insert New Return Date]
- **Number of Passengers:** [Insert Number]

Thank you for your assistance in this matter. I appreciate your prompt attention to my request and look forward to your response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]