

# Notification of Changes in Travel Agency License Details

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of recent changes to our travel agency license details. Please find the updated information below:

- **Agency Name:** [Insert New Agency Name]
- **License Number:** [Insert New License Number]
- **Issued By:** [Insert Licensing Authority]
- **Effective Date:** [Insert Effective Date]

We appreciate your attention to this matter and look forward to continuing our partnership. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]