

Travel Itinerary Approval Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Approval of Travel Itinerary

Dear [Client's Name],

I hope this message finds you well. Attached is the proposed travel itinerary for your upcoming trip from [Start Date] to [End Date]. Please take a moment to review the details, which include accommodations, transportation, and activities.

Itinerary Overview:

- **Departure:** [Departure Date and Time]
- **Return:** [Return Date and Time]
- **Destination:** [Destination]

Key Highlights:

1. [Activity/Attraction 1]
2. [Activity/Attraction 2]
3. [Activity/Attraction 3]

Please review the itinerary and let me know if you have any questions or require any adjustments. I kindly request your approval by [Deadline Date] to proceed with bookings.

Thank you for your attention to this matter. I look forward to your feedback.

Best regards,

[Your Name]

[Your Contact Information]