

Travel Arrangement for Academic Conference Attendance

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm the travel arrangements for [Attendee Name], who will be attending the [Conference Name] held from [Start Date] to [End Date] at [Location].

Travel Details:

- **Departure:** [Departure Date and Time] from [Departure Location]
- **Return:** [Return Date and Time] to [Return Location]
- **Flight Information:** [Flight Number and Details]
- **Accommodation:** [Hotel Name and Address, Check-in and Check-out Dates]
- **Conference Registration:** [Registration Confirmation Details]

Please feel free to contact me at [Your Contact Information] should you require any further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]