

Adjusted Itinerary Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there has been an adjustment to your itinerary for your upcoming trip.

Original Itinerary:

- Departure: [Original Departure Date & Time]
- Destination: [Original Destination]
- Return: [Original Return Date & Time]

Adjusted Itinerary:

- Departure: [New Departure Date & Time]
- Destination: [New Destination]
- Return: [New Return Date & Time]

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to contact us if you have any questions or require further assistance.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]