

**Dear [Travel Agency Name],**

I hope this message finds you well. I am writing to inform you about a disruption in my travel itinerary that has caused significant inconvenience.

### **Details of the Itinerary**

- **Traveler Name:** [Your Name]
- **Booking Reference:** [Booking Number]
- **Travel Dates:** [Start Date] to [End Date]
- **Original Itinerary:** [Brief Description of Original Plans]

### **Disruption Description**

[Provide a detailed description of the disruption, including the nature of the issue, dates affected, and any alternate arrangements made or required.]

### **Request for Assistance**

I kindly request your assistance in resolving this matter promptly. Please advise me on the next steps and any available options to accommodate this change.

Thank you for your attention to this urgent issue. I look forward to your prompt response.

**Sincerely,**

[Your Name]

[Your Contact Information]

[Your Address]