

Issue Reporting for Altered Travel Plans

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Recipient's Name]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip]

Subject: Reporting Issue with Altered Travel Plans

Dear [Recipient's Name],

I am writing to formally report an issue regarding my altered travel plans originally scheduled on [original date]. Due to [reason for alteration], my itinerary has been significantly affected.

Details of the original travel plan:

- **Original Departure Date:** [Original Departure Date]
- **Original Return Date:** [Original Return Date]
- **Booking Reference Number:** [Booking Reference Number]

New travel plans proposed:

- **New Departure Date:** [New Departure Date]
- **New Return Date:** [New Return Date]
- **Additional Notes:** [Any additional information]

I kindly request your assistance in rectifying this matter and providing guidance on the next steps I should take. It is crucial that this issue is resolved promptly to minimize disruption to my travel plans.

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

Sincerely,

[Your Name]