

Business Trip Confirmation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Name],

We are pleased to confirm our upcoming business trip to visit [Vendor's Company Name]. The details are as follows:

- **Travel Dates:** [Insert Travel Dates]
- **Purpose of Visit:** [Brief Description of Purpose]
- **Attendees:** [List of Attendees]
- **Proposed Agenda:**
 - [Agenda Item 1]
 - [Agenda Item 2]
 - [Agenda Item 3]

We look forward to a productive meeting and strengthening our partnership. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]