

Travel Itinerary Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the travel itinerary for my upcoming business trip scheduled from [Start Date] to [End Date].

The details of my travel are as follows:

- **Departure:** [Departure City] to [Destination City]
- **Flight Number:** [Flight Number]
- **Departure Time:** [Departure Time]
- **Return Flight:** [Return Flight Number]
- **Return Time:** [Return Time]

Additionally, I would appreciate confirmation of the hotel accommodations and any scheduled meetings during my visit.

Please let me know if further information is required to finalize the itinerary.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]