

Travel Itinerary Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of my travel itinerary for the upcoming [Conference Name] taking place on [Conference Dates] in [Location].

As per our previous discussion, I would like to confirm the following details:

- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Flight Details: [Flight Number and Time]
- Accommodation: [Hotel Name and Check-in/Check-out Dates]
- Conference Registration Confirmation: [Registration Details]

If there are any changes or additional information needed, please let me know at your earliest convenience. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]