

Travel Itinerary Confirmation Request

Date: [Insert Date]

To:

[Travel Agency Name]

[Travel Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Contact Name],

I hope this message finds you well. We are writing to request confirmation of the travel itinerary for our upcoming educational trip scheduled for [Insert Dates]. The details of the trip are as follows:

- Destination: [Insert Destination]
- Group Size: [Insert Number of Participants]
- Departure Date: [Insert Departure Date]
- Return Date: [Insert Return Date]
- Accommodation Details: [Insert Accommodation Information]
- Planned Activities: [Insert Planned Activities]

We would appreciate it if you could confirm the details at your earliest convenience. If there are any changes or additional information needed, please feel free to reach out.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]