

Travel Itinerary Confirmation Request

Dear [Travel Agent/Hotel Manager/Airline Customer Service],

I hope this message finds you well. I am writing to request confirmation of my travel itinerary for my last-minute travel plans.

Travel Details:

- **Departure Date:** [Insert Date]
- **Return Date:** [Insert Date]
- **Departure Location:** [Insert Location]
- **Destination:** [Insert Destination]
- **Confirmation Number:** [Insert Number]

As my travel date is approaching quickly, I would greatly appreciate your prompt response to confirm my itinerary. Please let me know if there are any outstanding details or actions I need to take.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Contact Information]