

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of my travel itinerary for my upcoming long-term travel plans to [Destination]. My travel dates are from [Start Date] to [End Date].

Below are the details of my travel itinerary for your review:

- **Departure:** [Departure City] on [Departure Date and Time]
- **Arrival:** [Destination City] on [Arrival Date and Time]
- **Return:** [Return City] on [Return Date and Time]

Could you please confirm the details at your earliest convenience? If there are any discrepancies or further information needed, do not hesitate to reach out.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Contact Information]