Travel Itinerary Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Travel Agent's Name]

[Travel Agency's Name]

[Travel Agency's Address]

[City, State, Zip Code]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to request confirmation of my travel itinerary that was booked through your agency. Below are the details of my travel plans:

- **Destination:** [Destination]
- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Flight Details:** [Flight Number and Times]
- **Accommodation:** [Hotel Name and Address]

Could you please confirm these details at your earliest convenience? If there are any additional documents or information needed, feel free to let me know.

Thank you for your assistance.

Sincerely,

[Your Name]