

Request for Flight Itinerary Alteration

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request an alteration to my flight itinerary scheduled for **[insert original travel date]** for work-related travel to **[insert destination]**.

Due to unforeseen circumstances, I am unable to travel on the originally planned date. I would like to request a change to my flight to **[insert new travel date]**. I believe this modification will allow me to fulfill my work commitments effectively.

Please find my original itinerary details below:

- **Passenger Name:** [Your Name]
- **Original Flight Number:** [Original Flight Number]
- **Departure Date:** [Original Departure Date]
- **Destination:** [Destination]

If you require any further information or documentation regarding my request, please do not hesitate to reach out. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]