

Travel Itinerary Confirmation

Dear [Recipient's Name],

We are pleased to confirm your travel itinerary for your upcoming relocation. Below are the details of your travel arrangements:

Flight Information

Departure: [Departure City] - [Departure Date and Time]

Arrival: [Arrival City] - [Arrival Date and Time]

Airline: [Airline Name]

Flight Number: [Flight Number]

Luggage Allowance

[Luggage Details]

Accommodation Details

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Transportation

Pick-up Service: [Details of pick-up service]

Rental Car: [Rental Car Details]

Important Contacts

Relocation Coordinator: [Coordinator's Name] - [Contact Number]

If you have any questions or need further assistance, please do not hesitate to contact us.

Safe travels and best wishes for your relocation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]