

Travel Arrangement Modification Request

Date: [Insert Date]

To,

[Travel Agency/Company Name]

[Address]

[City, State, Zip Code]

Dear [Travel Agent/Manager's Name],

I hope this message finds you well. I am writing to request a modification to my current travel arrangements, which are scheduled for [insert travel dates]. My booking reference number is [insert booking/reference number].

Due to [brief explanation of the reason for modification, e.g., unforeseen circumstances, changes in schedule], I would like to request the following changes:

- [Detail the specific modifications, e.g., change of flight, change of accommodation, adjusting travel dates]
- [Any additional modifications if applicable]

I understand that there may be additional fees or conditions associated with modifying my travel arrangements, and I am willing to discuss these as necessary.

Please let me know at your earliest convenience if my request can be accommodated. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]