

Confirmed Business Travel Itinerary

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Business Travel Itinerary Confirmation

Dear [Client Name],

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

Itinerary Details

- **Departure:** [Departure Date & Time] from [Departure Location]
- **Arrival:** [Arrival Date & Time] at [Arrival Location]
- **Hotel Accommodation:** [Hotel Name, Address, Check-in Date, Check-out Date]
- **Meetings:**
 - [Date] - Meeting with [Company/Person Name] at [Location], [Time]
 - [Date] - Meeting with [Company/Person Name] at [Location], [Time]

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

Thank you, and we look forward to your safe travels and productive meetings!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]