

Business Travel Itinerary Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Confirmation of Travel Itinerary for Upcoming Conference

Itinerary Details

Conference Title: [Insert Conference Title]

Date of Conference: [Insert Start Date] to [Insert End Date]

Location: [Insert Conference Location]

Travel Information

Departure: [Insert Departure Date and Time]

Return: [Insert Return Date and Time]

Flight Details:

- Flight Number: [Insert Flight Number]
- Departure Airport: [Insert Departure Airport]
- Arrival Airport: [Insert Arrival Airport]

Accommodation

Hotel Name: [Insert Hotel Name]

Address: [Insert Hotel Address]

Check-in Date: [Insert Check-in Date]

Check-out Date: [Insert Check-out Date]

Conference Schedule

[Insert Key Sessions/Events Scheduled]

Contact Information

If you have any questions or need further assistance, please contact [Insert Contact Person] at [Insert Contact Number/Email].

We wish you a successful and productive conference!

Best Regards,
[Manager's Name]
[Your Company Name]
[Your Company Address]