

Confirmed Business Travel Itinerary

Date: [Insert Date]

To: [Executive Name]

From: [Your Company Name]

Itinerary Details

- **Departure:** [Departure City, Date, Time]
- **Arrival:** [Arrival City, Date, Time]
- **Accommodation:** [Hotel Name, Address, Check-in, Check-out Dates]
- **Agenda:**
 - [Date] - [Event/Meeting Details]
 - [Date] - [Event/Meeting Details]
- **Return:** [Return City, Date, Time]

Travel Arrangements

Flight Details:

- **Airline:** [Airline Name]
- **Flight Number:** [Flight Number]

Contact Information

For any inquiries, please contact:

[Your Name] - [Your Phone Number] - [Your Email]

We look forward to a productive retreat!

Thank you,

[Your Company Name]