

# Confirmed Business Travel Itinerary

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

## Itinerary Details

We are pleased to confirm your travel itinerary for the upcoming partnership negotiations:

### Travel Details

- **Departure:** [Departure Date & Time]
- **From:** [Departure City/Airport]
- **To:** [Arrival City/Airport]
- **Flight Number:** [Flight Number]

### Accommodation

Hotel: [Hotel Name]

Address: [Hotel Address]

Check-in: [Check-in Date]

Check-out: [Check-out Date]

### Meeting Schedule

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location]
- **Agenda:** [Brief Agenda Details]

## Contact Information

For any inquiries, feel free to reach out to us:

Email: [Your Email]

Phone: [Your Phone Number]

We look forward to a fruitful partnership discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]