

Confirming Business Travel Itinerary

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Confirmed Business Travel Itinerary for Team-Building Event

Travel Itinerary Details

Event Location:

[Location of the Event]

Travel Dates:

Departure: [Departure Date]

Return: [Return Date]

Flight Information:

- Flight Number: [Flight Number]
- Departure Time: [Departure Time]
- Arrival Time: [Arrival Time]

Accommodation Details:

Hotel Name: [Hotel Name]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Address: [Hotel Address]

Contact: [Hotel Phone Number]

Team-Building Activities:

[List of Activities]

Contact for Assistance:

If you have any questions or require further information, please contact [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Looking forward to a successful team-building experience!

Best Regards,

[Your Name]

[Your Position]

[Your Company]