

Travel Accommodation Arrangement for [Team Name]

Date: [Insert Date]

Dear [Team Members/Staff],

As we prepare for our upcoming trip to [Destination] for the [Event/Competition], we want to ensure that all accommodation arrangements are finalized. Below are the details regarding our travel and stay:

Travel Itinerary

Date of Departure: [Insert Date]

Time of Departure: [Insert Time]

Departure Location: [Insert Departure Location]

Transportation Method: [Insert Mode of Transportation]

Accommodation Details

Hotel Name: [Insert Hotel Name]

Hotel Address: [Insert Hotel Address]

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

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

Room Arrangements: [Insert Room Arrangements]

Important Notes

- Please ensure you bring necessary identification.
- Meals will be arranged as follows: [Insert Meal Arrangements].
- If you have any specific requirements, contact [Insert Contact Person].

We look forward to a successful trip, and if you have any questions or concerns, please reach out to the coaching staff.

Best Regards,
[Your Name]
[Your Position]
[Team Name]