

Travel Itinerary Confirmation

Date: [Insert Date]

Dear [Team Name] Team,

We are pleased to confirm the travel itinerary for the upcoming competition.

Itinerary Details:

Departure:

Date: [Departure Date]

Time: [Departure Time]

Location: [Departure Location]

Arrival:

Date: [Arrival Date]

Time: [Arrival Time]

Location: [Arrival Location]

Accommodation:

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Return:

Date: [Return Date]

Time: [Return Time]

Location: [Return Location]

Thank you for your attention. We look forward to a successful trip!

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