

# Request for Changes in Travel Itinerary

To Whom It May Concern,

I hope this message finds you well. I am writing to request changes to my travel itinerary for my upcoming trip scheduled for [Original Travel Dates]. My booking reference number is [Booking Reference Number].

Due to [reason for change], I would like to request the following modifications:

- Change from [Original Flight/Train/Bus Details] to [New Flight/Train/Bus Details]
- Adjustment of accommodation from [Original Accommodation] to [New Accommodation]
- [Any other changes]

I understand that changes may incur additional fees, and I am willing to cover these costs as necessary. Please let me know if you require any further information or documentation from my side to facilitate this request.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address]