

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the travel itinerary confirmation for my upcoming trip scheduled from [Start Date] to [End Date]. I wanted to ensure that all the details are finalized and to confirm the arrangements.

Here are the key details of my itinerary:

- **Flight:** [Flight Number] from [Departure City] to [Destination City] on [Flight Date]
- **Accommodation:** [Hotel Name], [Check-in Date] to [Check-out Date]
- **Transportation:** [Car Rental/Transfer details]

If there are any changes or additional information required, please let me know at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt confirmation.

Thank you!

Best regards,

[Your Name]

[Your Contact Information]