Travel Arrangements Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Travel Arrangements

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the travel arrangements for our upcoming trip scheduled on [Insert date].

As per our previous conversation, I would like to confirm the following details:

- **Departure Date:** [Insert Departure Date]
- **Return Date:** [Insert Return Date]
- **Flight Details:** [Insert Flight Numbers and Times]
- **Accommodation:** [Insert Hotel Name and Address]
- **Ground Transportation:** [Insert Transportation Details]

Please let me know if all the above details are correct or if there are any changes. I appreciate your assistance in ensuring a smooth travel experience.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]