

Travel Details Correction

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Recipient's Organization]
[Insert Recipient's Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to inform you of a correction needed regarding my travel details for the upcoming trip.

Original Details:

- Departure: [Original Departure Date]
- Flight Number: [Original Flight Number]
- Destination: [Original Destination]

Corrected Details:

- Departure: [Corrected Departure Date]
- Flight Number: [Corrected Flight Number]
- Destination: [Corrected Destination]

I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the receipt of this correction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]