

Travel Itinerary Revision Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency Name]

[Travel Agency Address]

[City, State, Zip Code]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to request a revision to my travel itinerary originally booked under the confirmation number [Insert Confirmation Number].

The details of my current itinerary are as follows:

- Departure Date: [Current Departure Date]
- Return Date: [Current Return Date]
- Destination: [Current Destination]

However, due to [reason for revision], I would like to request the following changes:

- New Departure Date: [New Departure Date]
- New Return Date: [New Return Date]
- New Destination: [New Destination]

(if applicable)

I understand that changes may incur additional fees, and I am willing to cover any necessary costs involved in this revision.

Thank you for your attention to this matter. I look forward to your prompt response and assistance in revising my travel itinerary.

Sincerely,

[Your Name]