

Travel Schedule Amendment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Amendment to Travel Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an amendment to my travel schedule originally planned for [original travel dates]. Due to [reason for amendment], I will need to adjust my itinerary.

The revised travel schedule is as follows:

- Departure Date: [new departure date]
- Return Date: [new return date]
- Flight Details: [new flight information]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]