

Trip Schedule Correction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a correction to the previously communicated trip schedule. Please find the updated details below:

Updated Trip Schedule

- **Departure Date:** [New Departure Date]
- **Return Date:** [New Return Date]
- **Departure Location:** [New Departure Location]
- **Return Location:** [New Return Location]
- **Travel Time:** [Updated Travel Time]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]