

Vacation Itinerary Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in your vacation itinerary originally scheduled for [original dates].

Updated Itinerary Details:

- **New Departure Date:** [new departure date]
- **New Return Date:** [new return date]
- **Destination:** [destination]
- **Accommodation:** [hotel or stay details]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company]