

Travel Plans Communication

Dear Team,

I hope this message finds you well. I am writing to inform you of my upcoming travel plans for the project meeting scheduled in New York.

Travel Itinerary:

- **Departure:** October 15, 2023, at 10:00 AM from Los Angeles International Airport.
- **Arrival:** October 15, 2023, at 6:00 PM at New York JFK Airport.
- **Return:** October 20, 2023, at 3:00 PM from New York JFK Airport.

Accommodation:

I will be staying at the Grand Hotel, located at 123 Business Ave, New York, NY.

Contact Information:

You can reach me via email or WhatsApp during my trip for any urgent matters.

Thank you for your attention. Please let me know if you have any questions or if there's anything you would like to discuss before my departure.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]