

Business Travel Itinerary Amendment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an amendment to your business travel itinerary originally scheduled for [Original Travel Date]. Please find the revised details below:

Amended Travel Itinerary

- **Departure:** [New Departure Date and Time]
- **Return:** [New Return Date and Time]
- **Flight Number:** [New Flight Number]
- **Accommodation:** [New Hotel/Accommodation Details]
- **Transportation:** [Transportation Arrangements]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]