

# Business Travel Itinerary

Date: [Insert Date]

To: [Recipient's Name]

Subject: Travel Itinerary for [Trip Purpose]

Dear [Recipient's Name],

We are pleased to provide you with your travel itinerary for the upcoming business trip to [Destination] from [Start Date] to [End Date]. Below are the details:

## Travel Details

- **Departure:** [Departure Date & Time] - [Departure Location]
- **Arrival:** [Arrival Date & Time] - [Destination Location]
- **Return:** [Return Date & Time] - [Return Location]

## Accommodation

**Hotel:** [Hotel Name]

**Address:** [Hotel Address]

**Check-in Date:** [Check-in Date]

**Check-out Date:** [Check-out Date]

**Reservation Number:** [Reservation Number]

## Important Contacts

- **Travel Coordinator:** [Coordinator's Name], [Coordinator's Phone Number]
- **Local Office Contact:** [Local Office Name], [Contact Number]

Please let us know if you have any further questions or require additional information.

Safe travels!

Best Regards,

[Your Name]

[Your Position]

[Your Company]