

# Business Travel Itinerary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Business Travel Itinerary for Upcoming Trip

## Itinerary Details

**Departure:** [Departure City] on [Departure Date & Time]

**Flight Number:** [Flight Number]

**Arrival:** [Arrival City] on [Arrival Date & Time]

## Accommodation

**Hotel Name:** [Hotel Name]

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

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

**Address:** [Hotel Address]

**Contact Number:** [Hotel Contact Number]

## Meetings Scheduled

- [Date & Time] - [Meeting with] at [Location]
- [Date & Time] - [Meeting with] at [Location]
- [Date & Time] - [Meeting with] at [Location]

## Return Details

**Departure:** [Departure City] on [Return Date & Time]

**Flight Number:** [Return Flight Number]

**Arrival:** [Arrival City] on [Return Arrival Date & Time]

For any queries, please feel free to reach out.

Best Regards,

[Your Name]

[Your Job Title]

[Your Contact Information]