

Business Travel Itinerary Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Updated Business Travel Itinerary

Dear [Recipient Name],

I hope this message finds you well. Please find below the updated itinerary for our upcoming business trip:

Travel Details

- **Departure:** [Date & Time] from [Location]
- **Flight Details:** [Flight Number] - [Airline]
- **Arrival:** [Date & Time] at [Destination]

Accommodation

- **Hotel:** [Hotel Name]
- **Check-in:** [Date]
- **Check-out:** [Date]
- **Address:** [Hotel Address]

Return Travel

- **Departure:** [Date & Time] from [Destination]
- **Flight Details:** [Flight Number] - [Airline]
- **Arrival:** [Date & Time] at [Location]

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]