

# Itinerary Modification Request

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to my existing itinerary for my upcoming travel scheduled on [insert travel date]. My booking reference number is [insert booking reference number].

Due to [briefly explain the reason for the modification, e.g., personal circumstances, scheduling conflict], I would like to request the following changes:

- **Original Flight:** [insert original flight details]
- **Requested Changes:** [insert new flight details or modifications]

Please let me know if this modification can be accommodated. I appreciate your assistance and look forward to your prompt response.

Thank you very much.

Sincerely,  
[Your Name]  
[Your Contact Information]