

Travel Itinerary Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your travel arrangements for your upcoming business trip. Below are the details of your itinerary:

Itinerary Details

- **Departure:** [Departure City] to [Destination City]
- **Date:** [Departure Date]
- **Flight Number:** [Flight Number]
- **Departure Time:** [Departure Time]

Accommodation Details

- **Hotel Name:** [Hotel Name]
- **Check-In Date:** [Check-In Date]
- **Check-Out Date:** [Check-Out Date]
- **Address:** [Hotel Address]

Return Details

- **Return Flight:** [Destination City] to [Departure City]
- **Date:** [Return Date]
- **Flight Number:** [Return Flight Number]
- **Departure Time:** [Return Departure Time]

Should you have any questions regarding your itinerary, please feel free to reach out.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]