

# Weekend Getaway Itinerary

Dear [Recipient's Name],

I hope this message finds you well! Below is the travel itinerary for our upcoming weekend getaway:

## Travel Details

- **Departure:** [Date & Time]
- **Return:** [Date & Time]
- **Destination:** [Destination Name]

## Accommodation

**Hotel Name:** [Hotel Name]

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

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

**Address:** [Hotel Address]

**Reservation Number:** [Reservation Number]

## Activities Planned

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

## Contact Information

**Emergency Contact:** [Contact Name]

**Phone Number:** [Phone Number]

Please let me know if everything looks good or if there are any changes you would like to make.

Looking forward to an amazing trip!

Best regards,

[Your Name]