

# Travel Itinerary Update

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of an update to your upcoming travel itinerary.

## Flight Details

**Departure:** [New Departure Date & Time]

**Flight Number:** [New Flight Number]

**Departure Airport:** [Departure Airport]

**Arrival Airport:** [Arrival Airport]

## Accommodation Information

**Hotel Name:** [Hotel Name]

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

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

**Address:** [Hotel Address]

## Additional Information

Please ensure to check your passport and visa requirements. Should you have any questions regarding your itinerary, feel free to contact us.

Thank you for your understanding.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]