

Travel Itinerary Update

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your travel itinerary for the upcoming student exchange program.

Updated Itinerary Details:

- **Departure:** [Insert Departure Date & Time] from [Insert Departure Location]
- **Arrival:** [Insert Arrival Date & Time] at [Insert Arrival Location]
- **Transfer Details:** [Insert Transfer Information]
- **Accommodation:** [Insert Accommodation Information]

Please ensure that you review these changes and make any necessary adjustments to your personal plans. If you have any questions or require further assistance, do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your journey and wish you a wonderful experience abroad.

Best regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]