

Itinerary Change Announcement

Dear [Recipient's Name],

We would like to inform you of an important change to your travel itinerary for the upcoming business trip to [Destination].

Original Itinerary:

- **Departure:** [Original Departure Date and Time]
- **Return:** [Original Return Date and Time]
- **Flight Details:** [Original Flight Number]

Revised Itinerary:

- **Departure:** [New Departure Date and Time]
- **Return:** [New Return Date and Time]
- **Flight Details:** [New Flight Number]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]