

Business Trip Itinerary

Date: [Insert Date]

To: [Attendee Name]

From: [Your Name/Company]

Itinerary Details

Day 1: [Date]

- Departure from [Location] at [Time]
- Arrival at [Destination] at [Time]
- Check-in at [Hotel Name] at [Time]
- Meeting with [Person/Company] at [Location] from [Time] to [Time]
- Dinner Reservation at [Restaurant Name] at [Time]

Day 2: [Date]

- Breakfast at [Hotel Name] at [Time]
- Morning Meeting at [Location] from [Time] to [Time]
- Lunch with [Person/Company] at [Restaurant Name] at [Time]
- Afternoon Conference at [Location] from [Time] to [Time]
- Return to Hotel and Free Evening

Day 3: [Date]

- Check-out from [Hotel Name] at [Time]
- Departure from [Destination] at [Time]
- Arrival back at [Location] at [Time]

Please feel free to reach out if you have any questions or need further clarification on any details.

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