

Itinerary Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an unavoidable change to your itinerary due to unforeseen circumstances.

Your Original Itinerary:

- **Flight:** [Original Flight Details]
- **Hotel:** [Original Hotel Details]
- **Transfers:** [Original Transfer Details]

Updated Itinerary:

- **Flight:** [Updated Flight Details]
- **Hotel:** [Updated Hotel Details]
- **Transfers:** [Updated Transfer Details]

We understand that this change may cause inconvenience, and we sincerely apologize for any hassle it may create. Our team is available to assist you with any questions or concerns you may have regarding this change.

Thank you for your understanding and flexibility during this time.

Sincerely,
[Your Name]
[Your Position]
[Your Company]