

Itinerary Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a modification to my current itinerary due to personal reasons.

My original itinerary is as follows:

- Reservation Number: [Reservation Number]
- Departure Date: [Original Departure Date]
- Return Date: [Original Return Date]
- Destination: [Destination]

I would like to request the following modifications:

- New Departure Date: [New Departure Date]
- New Return Date: [New Return Date]
- Any additional preferences: [Include any other necessary details]

I understand that modifications may incur fees or be subject to availability. Please let me know the process to proceed with these changes.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]