

# Itinerary Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change to your travel itinerary scheduled for [Date].

Details of the change are as follows:

- **Original Departure:** [Original Departure Details]
- **New Departure:** [New Departure Details]
- **Reason for Change:** [Reason]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]