

Revised Travel Arrangements Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Travel Arrangements Due to Emergency

Dear [Recipient's Name],

We regret to inform you that due to unforeseen circumstances, your original travel arrangements have been modified. Please find the revised itinerary below:

Revised Itinerary:

- **Departure:** [New Departure Date and Time] from [New Departure Location]
- **Arrival:** [New Arrival Date and Time] at [New Arrival Location]
- **Flight Number:** [New Flight Number]
- **Accommodation:** [New Hotel Name, Address, and Check-in/Check-out Dates]

We apologize for any inconvenience this may cause and appreciate your understanding during this emergency situation. Please feel free to reach out if you have any questions or require further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]