

# Travel Plan Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a necessary adjustment to my travel plans scheduled from [original travel dates]. Due to [reason for scheduling conflict], I am unable to adhere to the original itinerary.

I would like to propose the following alternative travel dates: [insert new travel dates]. I believe these adjustments will allow for smoother arrangements and minimize disruptions.

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if the new dates work for you or if there are any other options we can consider.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]