

Travel Itinerary Change Notification

Date: [Insert Date]

Dear [Recipient Name],

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

New Travel Itinerary:

- **Departure:** [New Departure Date & Time] from [Departure Location]
- **Arrival:** [New Arrival Date & Time] at [Arrival Location]
- **Flight/Train Number:** [New Flight/Train Number]
- **Duration:** [New Duration]

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we strive to provide you with the best travel experience.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]