

Request for Travel Change

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Position]
[Insert Company/Organization Name]
[Insert Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to my upcoming travel plans originally scheduled for [Insert Original Date] due to unforeseen circumstances that necessitate this adjustment.

Due to [briefly explain the reason, e.g., a family emergency, health issues, work commitments], I am unable to proceed with my travel as planned. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

I would greatly appreciate it if we could reschedule my travel to [Insert New Proposed Date] or discuss any alternative options that may be available.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]