

# Travel Itinerary Confirmation Request

Date: [Insert Date]

To: [Travel Agency/Company Name]

From: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Travel Agent's Name],

I hope this message finds you well. I am writing to request a confirmation of my travel itinerary for the upcoming trip scheduled for [Insert Travel Dates]. The details of my itinerary are as follows:

- Departure: [Departure City] on [Departure Date] at [Departure Time]
- Arrival: [Arrival City] on [Arrival Date] at [Arrival Time]
- Return: [Return City] on [Return Date] at [Return Time]
- Accommodation: [Hotel Name and Address]

Please let me know if you need any additional information to process my request. I would appreciate receiving the confirmation at your earliest convenience.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Signature if sending a hard copy]