

# Trip Itinerary Validation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request validation of my trip itinerary for the travel scheduled from [Start Date] to [End Date]. The details of my itinerary are as follows:

- **Departure:** [Departure City] to [Destination City] on [Flight/Train Details]
- **Return:** [Destination City] to [Departure City] on [Flight/Train Details]
- **Accommodation:** [Hotel/Accommodation Name], [Check-in Date] to [Check-out Date]
- **Activities:** [List of Planned Activities]

I would appreciate your assistance in validating this itinerary for my records and any necessary confirmations required for my travel arrangements.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]