

# Travel Arrangement Confirmation

Date: [Insert Date]

To: [Associate's Name]

[Associate's Title]

[Company Name]

[Company Address]

Dear [Associate's Name],

We are pleased to confirm your travel arrangements for the upcoming business trip. Below are the details of your itinerary:

## Flight Details

**Departure:** [Departure City] on [Departure Date] at [Departure Time]

**Arrival:** [Arrival City] on [Arrival Date] at [Arrival Time]

## Accommodation

**Hotel Name:** [Hotel Name]

**Check-in Date:** [Check-in Date]

**Check-out Date:** [Check-out Date]

**Address:** [Hotel Address]

## Contact Information

If you have any questions or changes regarding your travel plans, please don't hesitate to contact me at [Your Phone Number] or [Your Email].

Looking forward to your successful trip.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]