

Travel Schedule Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the travel schedule for our upcoming business liaison meeting.

Travel Details:

- **Departure:** [Departure Date & Time]
- **Return:** [Return Date & Time]
- **Destination:** [Destination City]
- **Flight Information:** [Flight Number & Airlines]
- **Accommodation:** [Hotel Name & Check-in/Check-out Dates]

Meeting Agenda:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Please let me know if you require any further information or adjustments to the schedule.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]