

# Flight Adjustment Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal confirmation of the adjustment made to your flight reservation.

## **Flight Details:**

- Original Flight Number: [Original Flight Number]
- New Flight Number: [New Flight Number]
- Date of Departure: [New Departure Date]
- Departure Time: [New Departure Time]
- Arrival Time: [New Arrival Time]

Please ensure to arrive at the airport at least [X hours] before the new departure time to avoid any issues.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]