

Travel Arrangement Confirmation

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to confirm your lodging arrangements for the upcoming business trip.

Travel Itinerary:

- **Destination:** [Insert Destination]
- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Hotel Name:** [Insert Hotel Name]
- **Hotel Address:** [Insert Hotel Address]

Your reservation has been made under the name [Insert Reservation Name]. Please confirm your arrival time with the hotel.

If you have any questions or require further assistance, feel free to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]