

Professional Travel Confirmation Letter Template

Subject: Travel Confirmation for Upcoming Business Trip

Dear [Recipient Name],

This letter is to formally confirm your travel arrangements for the upcoming business trip scheduled from [Start Date] to [End Date]. Your flight is booked with [Airline Name], departing from [Departure City] at [Departure Time] and arriving at [Destination City] at [Arrival Time]. Accommodation has been arranged at [Hotel Name], located at [Hotel Address].

Please ensure that you carry all necessary travel documents, including your passport, visa, and any other required identification. Should you have any special requests or require assistance, kindly contact our travel coordinator at [Contact Information].

We wish you a successful and safe journey.

Sincerely,

[Sender Name]

[Position]

[Company Name]

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