

Provisional Travel Confirmation Letter Template

Subject: Provisional Travel Confirmation " [Destination]

Dear [Recipient Name],

This is a provisional confirmation of your upcoming travel arrangements to [Destination] from [Start Date] to [End Date]. The schedule is currently tentative and subject to final approval.

We will provide the confirmed itinerary and ticket details once all arrangements are finalized. Kindly keep this letter for your reference.

Best regards,

[Sender Name]

[Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/travel-confirmation-letter>