Travel Reservation Confirmation Letter

[Your Name]

[Your Title]

[Travel Agency Name]

[Agency Address]

[City, State, ZIP]

[Date]

[Traveler's Name]

[Traveler's Address]

[City, State, ZIP]

Dear [Traveler's Name],

We are pleased to confirm your travel reservation for your upcoming trip. Your travel details are as follows:

- Departure Date: [Date]
- Departure Time: [Time]
- Flight/Train/Bus Number: [Number]
- Destination: [Location]

Please ensure you have your identification and any necessary travel documents with you. If you have any questions or need assistance, please do not hesitate to contact our customer service at [Customer Service Email/Phone Number].

Have a wonderful journey!

Best regards,

[Your Name]