

Travel Delegation Letter

[Your Name]

[Your Address]

[City, State, ZIP]

[Date]

[Travel Agent's Name]

[Travel Agency's Name]

[Travel Agency's Address]

Dear [Travel Agent's Name],

I hereby delegate the responsibility of arranging my travel itinerary for my upcoming trip from [Departure Date] to [Return Date]. Please make the necessary arrangements for flights, accommodations, transportation, and any other travel-related details.

Feel free to contact me at [Your Email Address] or [Your Phone Number] for any clarifications.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Name]