

Travel Confirmation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Travel Confirmation for [Your Name]

Dear [Recipient's Name],

I am writing to confirm the details of my upcoming travel to [Destination City, Country]. I would appreciate it if you could kindly provide me with the necessary confirmation and documentation.

Here are the travel details:

1. Traveler Information:

Full Name: [Your Full Name]

Passport Number: [Passport Number]

Date of Birth: [Date of Birth]

2. Travel Dates:

Departure: [Departure Date]

Return: [Return Date]

3. Purpose of Travel: [Tourism/Business/Other]

4. Accommodation Details:

Hotel Name: [Hotel Name]

Hotel Address: [Hotel Address]

Reservation Confirmation Number: [Reservation Number]

5. Itinerary (if applicable):

[List any specific activities or plans]

I have attached a copy of my flight itinerary for your reference.

Please let me know if there are any further requirements or documents needed from my end to facilitate a smooth travel experience. I am looking forward to my trip and appreciate