

## **Letter to Confirm Travel Arrangements (have been done)**

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

This letter has been written in order to confirm that plane and hotel arrangements for your trip have been made as per your conversation with us on telephone yesterday. We have booked [skyways airline numbers 34] which will leave at [4 pm]. Tickets are being sent to your email address.

We have also made reservations for you at [central hotel] for [two days]. The excellent airport shuttle service is also provided by the hotel however, you can also rent a car. Please contact me if you want me to make further arrangements for you to make your trip enjoyable and pleasant.

**[Your Name]**

[Senders Title] -Optional-