

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

I am writing to provide the final itinerary for my upcoming visit to [City Name] from [Start Date] to [End Date]. I am looking forward to our scheduled meetings and the opportunity to connect in person.

Travel and Accommodation Details:

- **Arrival:** [Date] at [Time] via [Flight/Train Number]
- **Departure:** [Date] at [Time]
- **Hotel:** [Hotel Name and Address]

Schedule of Events:

[Day 1: Date]

- [Time]: Arrival and Hotel Check-in
- [Time]: Meeting with [Name/Department] at [Location]
- [Time]: Site Visit to [Location]
- [Time]: Dinner with [Name] at [Restaurant Name]

[Day 2: Date]

- [Time]: Presentation/Workshop at [Location]
- [Time]: Working Lunch with [Team Name]
- [Time]: Closing Remarks and Next Steps
- [Time]: Departure for Airport/Station

Should there be any changes to this schedule, please let me know at your earliest convenience. I can be reached on my mobile phone at [Phone Number] during my travels.

Thank you for coordinating these arrangements. I look forward to a productive visit.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]