**LETTER TO CONFIRM THE TRAVEL ARRANGEMENTS**

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I would like to inform you that I have already completed booking your flight and making hotel reservations for your stay here in Fresno. I have enclosed your airline tickets. We booked you for the 4:15 am flight on Freedom Air, which is set to arrive at the Jacksonville International Airport at 11:30 am. I have asked Ms. Janice O'Reilly to meet you there. I have requested that she wear a white suit and name tag so you can quickly identify her.  
  
Ms. O'Reilly will also be escorting you, along with our company driver, to the Golden Towers where we have reserved a Presidential Suite for you, which you will be staying in for the duration of your stay. We have complied with your request that the room be facing away from the main street. The hotel features a beautiful indoor swimming pool, so it would be nice if you could bring your swimsuit with you. The temperature throughout the entire day is perfect for a dip.  
  
We here at the office look forward to seeing you soon. Please give me a call if there is anything else that you need.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -