

Date: [Insert Date]

To: [Provider Name]

Specialty: [Insert Specialty]

Subject: Travel and Housing Confirmation: [Assignment Location]

Dear [Provider Name],

This letter serves as confirmation of your travel and housing arrangements for your upcoming assignment at [Facility Name] in [City, State]. Please find your itinerary details below.

Assignment Dates

Start Date: [Insert Date]

End Date: [Insert Date]

Flight Information

- **Departure:** [Airline / Flight Number / Date / Time]
- **Return:** [Airline / Flight Number / Date / Time]
- **Confirmation Number:** [Insert Code]

Housing Accommodations

Property Name: [Hotel or Apartment Name]

Address: [Full Street Address, City, State, Zip]

Check-in Date: [Insert Date]

Check-out Date: [Insert Date]

Confirmation Number: [Insert Code]

Ground Transportation

- **Car Rental Agency:** [Company Name]
- **Pick-up Location:** [Airport or Office Location]
- **Confirmation Number:** [Insert Code]

Contact Information

If you encounter any issues during your travel or at your check-in, please contact:

Travel Coordinator: [Name]

Phone: [Phone Number]

After-Hours/Emergency: [Phone Number]

Thank you for your service. Safe travels.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]