

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Airline Name]  
[Airline Address]  
[City, State, Zip Code]

Dear [Customer Service/Specific Person's Name],

Subject: Airline Reservation Confirmation

Dear [Customer Service/Specific Person's Name],

I am writing to confirm my reservation with [Airline Name] for the following flight:

- \*\*Passenger Name:\*\* [Your Full Name]
- \*\*Reservation Number:\*\* [Reservation Number]
- \*\*Flight Number:\*\* [Flight Number]
- \*\*Departure Date:\*\* [Departure Date]
- \*\*Departure Time:\*\* [Departure Time]
- \*\*Departure Airport:\*\* [Departure Airport]
- \*\*Arrival Airport:\*\* [Arrival Airport]
- \*\*Return Flight:\*\* [Return Flight Details, if applicable]
- \*\*Travel Class:\*\* [Class of Service]
- \*\*Seat Assignment:\*\* [Seat Number]

Please find the payment details as follows:

- \*\*Total Amount Paid:\*\* [Amount]
- \*\*Payment Method:\*\* [Credit Card/Other]
- \*\*Payment Confirmation Number:\*\* [Payment Confirmation Number]

I would appreciate it if you could send me any additional information regarding my flight, such as check-in procedures and baggage policies. Thank you for your assistance.

Sincerely,  
[Your Name]