

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

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

Subject: Airline Reservation Confirmation

Dear [Airline Customer Service/Individual's Name],

I am writing to confirm my flight reservation with [Airline Name] for my upcoming vacation travel. Below are the details of my booking:

- **\*\*Passenger Name\*\***: [Your Full Name]
- **\*\*Booking Reference Number\*\***: [Your Booking Number]
- **\*\*Flight Details\*\***:
  - Departure: [Departure City] on [Date] at [Time]
  - Destination: [Destination City]
  - Flight Number: [Flight Number]
- **\*\*Return Flight\*\***:
  - Departure: [Destination City] on [Return Date] at [Return Time]
  - Arrival: [Departure City]
  - Flight Number: [Return Flight Number]
- **\*\*Class of Service\*\***: [Economy/Premium Business/First Class]
- **\*\*Special Requests\*\***: [Any special meal or assistance requests]

I appreciate the arrangements made for this reservation. Should there be any changes to my itinerary or if you need further information, please feel free to contact me at the above phone number or email address.

Thank you for your assistance. I look forward to my travel experience with [Airline Name].

Sincerely,  
[Your Name]