

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

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

Dear [Airline Customer Service/Specific Contact Name],

Subject: Booking Confirmation for Flight [Flight Number]

I am writing to confirm my airline booking made on [Booking Date] for the following flight:

- \*\*Passenger Name\*\*: [Your Full Name]
- \*\*Flight Number\*\*: [Flight Number]
- \*\*Departure City\*\*: [Departure City]
- \*\*Destination City\*\*: [Destination City]
- \*\*Departure Date and Time\*\*: [Date and Time]
- \*\*Return Date and Time\*\*: [Date and Time, if applicable]
- \*\*Booking Reference Number\*\*: [Reference Number]

Please find attached any relevant documents related to my booking. I would appreciate it if you could send me a confirmation of this booking along with any additional information regarding the flight.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]