

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

Customer Service Department

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

Dear Customer Service Team,

I am writing to address a missed airline reservation that I had for my flight on [Flight Date] from [Departure City] to [Destination City] with the reservation number [Reservation Number]. Due to [brief explanation of reason for missing the flight], I was unable to board my flight.

I would like to inquire about the possibility of rescheduling my flight or receiving any form of compensation for this missed reservation. I appreciate your help in resolving this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]