

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

[Airline Name]
[Customer Service Department]
[Airline Address]
[City, State, Zip Code]

Subject: Request for Modification of Airline Reservation

Dear [Customer Service Manager's Name or "Customer Service Team"],

I hope this message finds you well. I am writing to request a modification to my airline reservation with the following details:

- **Reservation Number:** [Your Reservation Number]
- **Passenger Name(s):** [Your Name as it appears on the reservation]
- **Original Flight Details:** [Flight Number, Date, Departure and Arrival Locations]
- **New Flight Details:** [Desired Flight Number, Date, Departure and Arrival Locations]

Due to [brief explanation of the reason for modification], I would appreciate your assistance in making this change.

Please let me know if there are any additional fees or information required to process this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]