

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Airline Name]
[Customer Service Department]
[Airline Address]
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about the reservation status of my flight booked with [Airline Name]. The details of my reservation are as follows:

- Passenger Name: [Your Name]
- Confirmation Number: [Your Confirmation Number]
- Flight Date: [Date of the Flight]
- Flight Number: [Flight Number]

I would appreciate it if you could provide me with an update on my reservation status, as I am making necessary arrangements for my travel. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]