

[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 [Airline Customer Service],  
I hope this message finds you well. I am writing to request special assistance for my upcoming flight [Flight Number] on [Flight Date] from [Departure City] to [Destination City].

Due to [briefly explain the reason for the request, e.g., a medical condition, mobility issues, etc.], I require additional support to ensure a comfortable travel experience. Specifically, I would appreciate [details of the assistance needed, e.g., wheelchair service, priority boarding, etc.].

My booking confirmation number is [Booking Number]. Please let me know if you need any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]