

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

Customer Service

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

Dear Customer Service Team,

Subject: Request for Seat Upgrade - [Flight Number] on [Date]

I hope this message finds you well. I am writing to request a seat upgrade for my upcoming flight with [Airline Name], scheduled for [Date], flight number [Flight Number]. My booking reference is [Booking Reference Number].

I have always enjoyed traveling with [Airline Name] and appreciate the level of service provided. Given my circumstances (briefly explain your reason for the upgrade request, e.g., special occasion, medical reasons, etc.), I would be grateful if you could consider my request for an upgrade to [desired class, e.g., Business Class, First Class].

I understand that upgrades are subject to availability, and I appreciate any consideration you can provide. Thank you for your time and assistance.

Sincerely,
[Your Name]