

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

Dear [Airline Customer Service Team/Specific Contact Name],
I hope this letter finds you well. I am writing to formally request a companion ticket for my upcoming travel plans with [Airline Name]. I have been a loyal customer of [Airline Name] for many years, and I truly appreciate the quality of service you provide. I recently learned about your companion ticket program and would like to take advantage of this offer for my upcoming trip from [Departure City] to [Destination City] on [Travel Dates].

Here are the details of my travel:

- Passenger Name: [Your Name]
- Companion's Name: [Companion's Name]
- Flight Number(s): [Flight Number(s)]
- Dates of Travel: [Travel Dates]
- Reservation/Booking Reference Number: [Confirmation Number]

I understand that there may be specific requirements or conditions to fulfill in order to process this request, and I am happy to comply with those. If there are any forms, fees, or additional information needed, please let me know.

Thank you for considering my request. I look forward to your positive response and appreciate your assistance in making this trip more enjoyable for both myself and my companion.

Sincerely,

[Your Name]
[Frequent Flyer Number, if applicable]