

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

[Recipient Name]
[Recipient Title]
[Airport or Airlines Name]
[Address of DFW Airport or Airlines]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm the details of my reservation at Dallas/Fort Worth International Airport (DFW). Below are the pertinent details for your records:

- **Reservation Number:** [Reservation Number]
- **Flight Number:** [Flight Number]
- **Departure Date:** [Departure Date]
- **Departure Time:** [Departure Time]
- **Arrival City:** [Arrival City]
- **Airlines:** [Airlines Name]
- **Passenger Name:** [Your Full Name]
- **Seat Class:** [Economy/Premium/etc.]

Please let me know if you require any additional information or if there are any further steps I need to take to confirm my reservation.

Thank you for your assistance.

Sincerely,

[Your Name]