

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

Customer Service  
Dallas/Fort Worth International Airport  
P.O. Box 619428  
DFW Airport, TX 75261

Dear Customer Service Team,

I hope this letter finds you well. I am writing to express my concerns regarding [briefly describe the issue, e.g., a recent experience, lost luggage, etc.].

[Provide more details about your situation, including dates, flight numbers, and any other relevant information.]

I would greatly appreciate it if you could look into this matter and provide guidance on how it can be resolved.

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

Sincerely,  
[Your Name]