

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek advice regarding transportation options to and from John F. Kennedy International Airport (JFK). I will be traveling to JFK on [date] for [reason, e.g., business, vacation] and would like to know the most convenient and efficient methods of transportation available.

Specifically, I would appreciate information on:

- Recommended shuttle services or ride-sharing options.
- Availability of public transportation, including bus and subway options.
- Any notable tips for avoiding traffic or delays during peak travel times.

Thank you for your assistance. I look forward to your prompt response as I plan my trip.

Sincerely,
[Your Name]