

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

JFK Airport  
[Relevant Department or Office]  
[Airport Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Group Travel Request for [Trip Purpose/Group Name]

I hope this letter finds you well. I am writing to formally request assistance for an upcoming group travel itinerary for [describe the purpose, e.g., a school field trip, corporate retreat, etc.] scheduled for [date(s)].

We are expecting approximately [number of participants] travelers, and we would greatly appreciate any support you can provide in the following areas:

1. **Group Check-in and Boarding Procedures:** Information on expedited check-in processes for larger groups.
2. **Accessibility Services:** Assistance for any members of our group who may require special accommodations.
3. **Baggage Allowances:** Clarification of baggage policies for our group size.
4. **Parking and Transportation:** Recommendations for parking options or transportation arrangements to and from the airport.
5. **Food Services:** Information on group meal options available at the airport.

We are committed to ensuring a smooth experience for our group and would be grateful for any resources or contacts you can share to facilitate this trip. Please let us know if there are specific forms or additional information you might need from our end.

Thank you for your attention to this matter. We look forward to your prompt response and working together to make this a successful event.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]