

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

Customer Service
John F. Kennedy International Airport
Building 75
Jamaica, NY 11430

Dear Customer Service Team,
Subject: Request for Special Assistance at JFK Airport

I hope this message finds you well. I am writing to request special assistance during my upcoming travel through JFK Airport. Here are the details of my trip:

- **Travel Date:** [Insert Travel Date]
- **Flight Number:** [Insert Flight Number]
- **Departure/Arrival:** [Departure City] to JFK / JFK to [Arrival City]
- **Time of Arrival/Departure:** [Insert Time]

Due to [briefly explain your reason for requesting assistance, e.g., mobility issues, medical condition, etc.], I would greatly appreciate any support you can provide to ensure a smooth and comfortable experience at the airport.

Please let me know if you require any additional information or documentation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]