

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

JFK International Airport
Terminal Information Center
Building 14,
Jamaica, NY 11430

Dear Terminal Information Center,
I hope this letter finds you well. I am writing to request information
regarding the terminals at JFK Airport for an upcoming trip.
Specifically, I would like to know:

1. The airlines operating at each terminal
2. Terminal facilities and services available
3. Transportation options between terminals
4. Any updates on terminal construction or modifications

Your assistance with this information would be greatly appreciated, as it
will help me plan my travel accordingly. Thank you for your attention to
this matter, and I look forward to your prompt response.

Sincerely,
[Your Name]