

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

[Airline Name]
[Airline Customer Service Address]
[City, State, Zip Code]

Subject: Flight Delay Notification - [Flight Number]

Dear [Airline Customer Service],

I am writing to inform you about a delay I experienced with my recent flight (Flight Number: [Flight Number]), scheduled to depart from JFK Airport on [Date] at [Original Departure Time].

The flight was delayed due to [brief explanation of the reason for the delay if known, e.g., "technical issues," "weather conditions," etc.], causing significant inconvenience.

I kindly request information regarding the cause of the delay, any compensation available for affected passengers, and the revised departure schedule.

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

Sincerely,
[Your Name]