

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

Airport Operations Supervisor
John F. Kennedy International Airport
Building 14
Jamaica, NY 11430

Dear Airport Operations Supervisor,
Subject: Inquiry About JFK Airport Procedures

I hope this letter finds you well. I am writing to seek clarification on the various procedures and protocols at John F. Kennedy International Airport, particularly regarding [specific procedures you are inquiring about, e.g., security screening, customs, baggage handling, etc.]. As a frequent traveler, it is important for me to understand the following:

1. [Specific question or concern #1]
2. [Specific question or concern #2]
3. [Specific question or concern #3]

I appreciate your attention to these matters and look forward to your prompt response.

Thank you very much for your assistance.

Sincerely,
[Your Name]