

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you about my upcoming travel plans departing from JFK Airport. Below are the details of my journey:

- **Departure Date:** [Date of Departure]
- **Flight Number:** [Flight Number]
- **Airline:** [Airline Name]
- **Departure Time:** [Time]
- **Arrival Destination:** [Destination]

I will be arriving at JFK Airport at [Time] and plan to [any plans upon arrival, e.g., meet with someone, take a taxi, etc.]. Please let me know if you need any additional information regarding my travel.

Thank you for your attention.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]