

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

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

Subject: Departure Letter for JFK Flight Schedule

Dear [Airline Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to confirm my upcoming flight details and ensure my departure from John F. Kennedy International Airport is as planned.

****Flight Information:****

- Passenger Name: [Your Full Name]
- Flight Number: [Flight Number]
- Departure Date: [Date of Departure]
- Departure Time: [Time of Departure]
- Destination: [Destination Airport]

Please let me know if there are any updates or changes to the flight schedule. I appreciate your assistance and look forward to a smooth travel experience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Frequent Flyer Number (if applicable)]