

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

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

Subject: Departure Confirmation for Flight [Flight Number]

Dear [Airline Customer Service/Name],

I am writing to confirm my upcoming departure from JFK Airport. Please find the details of my flight below:

- Passenger Name: [Your Name]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]
- Departure Time: [Departure Time]
- Destination: [Destination]
- Terminal: [Terminal Number]

I kindly request your assistance in ensuring that all details are correct and provide any additional information or requirements for my travel. Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]