

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about my upcoming departure from JFK Airport on [departure date] at [departure time]. My flight details are as follows:

- Flight Number: [Flight Number]
- Destination: [Destination]

I would appreciate any assistance you can provide regarding [specific request or inquiry, e.g., baggage policies, check-in procedures].

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

Sincerely,

[Your Name]  
[Your Contact Information]