

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

Customer Service  
John F. Kennedy International Airport  
JFK Airport  
Queens, NY 11430

Dear Customer Service,

I am writing to inquire about the departure time for my upcoming flight.

- Flight Number: [Your Flight Number]
- Departure Date: [Your Departure Date]
- Airline: [Your Airline Name]

I would appreciate your assistance in confirming the exact departure time and any additional details regarding my flight.

Thank you for your help.

Sincerely,  
[Your Name]