

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. Please find below the departure schedule for flights departing from John F. Kennedy International Airport (JFK):

****Departure Schedule:****

- ****Flight Number:**** [Flight Number]
- ****Destination:**** [Destination]
- ****Departure Date:**** [Departure Date]
- ****Departure Time:**** [Departure Time]
- ****Terminal:**** [Terminal Number]

[Repeat the above as necessary for each flight]

If you have any questions or need further information, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]