

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with my departure details for my upcoming trip from JFK Airport.

****Flight Details:****

- ****Airline:**** [Airline Name]
- ****Flight Number:**** [Flight Number]
- ****Departure Date:**** [Date]
- ****Departure Time:**** [Time]
- ****Terminal:**** [Terminal Number]

****Additional Information:****

- ****Baggage Information:**** [Details about baggage allowance]
- ****Check-In:**** [Recommended check-in time]
- ****Transportation to Airport:**** [Details on how you will get to JFK]

I appreciate your assistance and support during this trip. If you need any further information, please feel free to reach out.

Thank you, and I look forward to sharing my travel experiences with you upon my return.

Warm regards,

[Your Name]