

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Airline Name]  
[Customer Service Department]  
[Airport Name]  
[Address]  
[City, State, Zip Code]

Dear [Airline Customer Service Team/Specific Contact Name],  
Subject: Request for Departure Gate Information for Flight [Flight Number]

I hope this message finds you well. I am writing to inquire about the departure gate information for my upcoming flight with [Airline Name], scheduled for [Date] at [Time].

Flight Details:

- Flight Number: [Flight Number]
- Departure Date: [Date]
- Departure Time: [Time]
- From: JFK Airport

Could you please provide me with the specific departure gate information? Additionally, if there are any updates or changes to this information, I would appreciate being informed.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]