

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

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

Subject: Notification of Departure Changes for Flights from JFK

Dear [Recipient Name],

We are writing to inform you of important changes to your upcoming departure from John F. Kennedy International Airport (JFK).

Flight Details:

- **Flight Number:** [Flight Number]
- **Original Departure Date and Time:** [Original Departure Date and Time]
- **New Departure Date and Time:** [New Departure Date and Time]
- **New Terminal:** [New Terminal Information]

We recommend that you arrive at the airport at least [recommended time] earlier than originally planned to allow for check-in and security procedures.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

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