[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Airline Name]
[Airline Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to request my flight itinerary for my upcoming travel to and from JFK Airport. Below are the details of my booking:
- Passenger Name: [Your Name]
- Booking Reference: [Booking Reference Number]
- Departure Flight:
 - Flight Number: [Flight Number]
 - Departure Date: [Departure Date]
 - Departure Time: [Departure Time]
 - Arrival Time: [Arrival Time]
 - Origin: [Departure City]
 - Destination: JFK Airport
- Return Flight:
 - Flight Number: [Flight Number]
 - Departure Date: [Return Date]
 - Departure Time: [Return Time]
 - Arrival Time: [Arrival Time]
 - Origin: JFK Airport
 - Destination: [Return City]
I would appreciate it if you could send me my itinerary at your earliest convenience. Thank you for your assistance.
Best regards,
[Your Name]
[Your Signature (if sending a hard copy)]