

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

To Whom It May Concern,

Subject: Travel Guidelines for Departure from JFK Airport

I am writing to outline the essential travel guidelines for departing from John F. Kennedy International Airport (JFK). These guidelines aim to ensure a smooth and safe travel experience.

1. **\*\*Arrival Time\*\***: Passengers are advised to arrive at least three hours prior to international flights and two hours for domestic flights.
2. **\*\*Check-in Procedures\*\***:
  - Ensure you have all necessary documentation, including tickets, valid ID, and any required visas.
  - Use online check-in where available to save time.
3. **\*\*Security Screening\*\***:
  - Have your boarding pass and ID readily accessible.
  - Adhere to TSA guidelines for liquids and prohibited items.
4. **\*\*Baggage Policies\*\***:
  - Familiarize yourself with your airline's baggage policies, including size, weight limits, and fees.
  - Label your luggage with your contact information.
5. **\*\*Health and Safety Protocols\*\***:
  - Check for any health regulations, such as vaccination requirements or mask mandates.
  - Stay updated on any advisories regarding travel restrictions.
6. **\*\*Transportation to the Airport\*\***:
  - Plan your route and transportation method in advance. Consider traffic conditions and alternate routes.
7. **\*\*Emergency Contacts\*\***:
  - Keep a list of important contacts, including your airline, and accommodation.

For any further inquiries, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position/Title if applicable]  
[Your Organization if applicable]