

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

Customer Service

JXS Airlines

[Airline Address]
[City, State, Zip Code]

Dear JXS Airlines Customer Service,

Subject: [Brief Subject of the Letter]

I am writing to request [specific documentation or information] regarding
[specific details].

[Provide any necessary details or context in 2-3 concise sentences].

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,

[Your Name]