

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

JXS Airlines

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

Subject: Travel Request

Dear JXS Airlines Customer Service,

I am writing to formally request travel arrangements through your airline for the following itinerary:

- **Departure City:** [City Name]
- **Destination City:** [City Name]
- **Travel Dates:** [Start Date] to [End Date]
- **Number of Travelers:** [Number]

Please let me know the available flight options, pricing, and any required documentation. I appreciate your assistance in making this travel arrangement.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]