

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

Customer Service

JXS Airlines

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

Dear Customer Service Team,

Subject: [Brief Subject of Your Inquiry/Concern]

I hope this message finds you well.

I am writing to [briefly describe the reason for your letter, e.g., inquire about a flight cancellation, request a refund, share feedback, etc.]. My booking reference number is [booking/reference number].

[Provide more detailed information about your inquiry or concern. Include any relevant details, such as flight dates, times, and any previous correspondence or interactions.]

I would appreciate your assistance in resolving this matter. Thank you for your attention to this issue. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]