

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

Customer Service Department

KLM Royal Dutch Airlines

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

Dear KLM Customer Service,

Subject: Inquiry Regarding Flight Booking [Flight Number]

I hope this message finds you well. I am writing to inquire about my recent flight booking with KLM, scheduled for [date of flight]. My booking reference number is [booking reference number].

I would like to request information regarding [specific inquiry - e.g., flight changes, baggage policies, refund process]. I appreciate your assistance in providing clarity on this matter.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]