

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

Customer Service Department
KLM Royal Dutch Airlines
[Office Address]
[City, State, Zip Code]

Dear KLM Customer Service,

Subject: Inquiry Regarding [Specific Issue/Service]

I hope this letter finds you well. I am writing to inquire about [specific details regarding your inquiry, e.g., flight schedules, baggage policies, refund processes, etc.]. I recently [briefly explain your situation or reason for inquiry, such as booked a flight, had a question about your services, etc.].

Could you please provide me with further information on [specific questions or details you seek]? Additionally, any relevant documentation or resources that you could share would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Booking Reference Number (if applicable)]