

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

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

Subject: Request for Assistance - KLM Services

Dear KLM Customer Service,

I hope this message finds you well. I am writing to request assistance regarding [specific issue or inquiry] related to my recent experience with KLM services.

[Briefly explain the situation or issue, providing relevant details such as flight number, dates, and any previous communication.]

I would appreciate your attention to this matter and any assistance you can provide.

Thank you for your time. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your KLM Frequent Flyer Number (if applicable)]