

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

Visa Department  
KLM Royal Dutch Airlines  
[Office Address]  
[City, State, Zip Code]  
Subject: Visa Support Letter  
Dear Sir/Madam,

I am writing to request a visa support letter for my upcoming travel with KLM. I am planning to travel from [Departure City] to [Destination City] on [Travel Dates] and will be flying with KLM Airlines.

Flight Details:

- Flight Number: [Your Flight Number]
- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Booking Reference: [Your Booking Reference]

Purpose of Travel: [Brief description of the purpose, e.g., tourism, business, family visit, etc.]

As part of the visa application process, I kindly ask for your assistance in providing a support letter confirming my flight details and itinerary. Thank you for your attention to this matter. I appreciate your help and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Passport Number]