

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

Customer Service

JXS Airlines

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

Subject: Flight Itinerary Request

Dear Customer Service,

I hope this message finds you well. I am writing to request a copy of my flight itinerary for my upcoming travel with JXS Airlines. Below are the details of my booking:

- Passenger Name: [Your Name]
- Booking Reference: [Your Booking Reference Number]
- Flight Date: [Date of Flight]
- Departure City: [Departure City]
- Arrival City: [Arrival City]
- Flight Number: [Flight Number]

I would appreciate your assistance in providing me with the detailed itinerary at your earliest convenience. If any additional information is required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]