

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

Customer Service

YVR Airlines

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

Dear Customer Service Team,

Subject: Reservation Inquiry for Flight [Flight Number]

I hope this message finds you well. I am writing to inquire about my reservation with YVR Airlines for the flight scheduled on [Flight Date] from [Departure City] to [Destination City]. My booking reference number is [Booking Reference Number].

I would appreciate it if you could confirm my booking details and any additional information regarding check-in times, baggage allowance, and any travel restrictions that may apply.

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

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]