

Itinerary Modification Request

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

Email: [Airline Email]

Phone: [Airline Phone Number]

Dear [Airline Customer Service],

I hope this message finds you well. I am writing to request a modification to my air travel itinerary due to [reason for modification, e.g., schedule change, personal emergency].

My booking details are as follows:

- Passenger Name: [Full Name]
- Booking Reference Number: [Booking Number]
- Original Travel Dates: [Original Dates]
- New Travel Dates Requested: [Requested Dates]

I would greatly appreciate your assistance in accommodating this request. Please let me know if there are any fees or additional information needed to proceed with the itinerary change.

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

Sincerely,

[Your Name]

[Your Contact Information]