

Request for Adjustment of Flight Itinerary

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an adjustment to my flight itinerary due to the current travel restrictions related to [specific reason, e.g., COVID-19, government regulations, etc.].

My flight details are as follows:

- Passenger Name: [Your Name]
- Booking Reference: [Booking Number]
- Original Flight Number: [Flight Number]
- Original Date of Travel: [Original Date]

Due to the recent travel restrictions, I am unable to travel as planned on the above date. I kindly request your assistance in adjusting my itinerary to a later date. I am open to any available options that align with the airline's policies.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]