

Request for Change in Flight Itinerary

To: [Airline Customer Service]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

Dear Sir/Madam,

I am writing to formally request a change to my flight itinerary for educational purposes. My booking reference number is [Booking Reference Number], and my current flight details are as follows:

- Flight Number: [Current Flight Number]
- Departure Date: [Current Departure Date]
- Departure City: [Current Departure City]
- Destination: [Current Destination]

Due to [brief explanation of the reason for the change, e.g., unforeseen circumstances, a scheduling conflict], I would like to amend my travel plans. I am seeking to change my itinerary to the following:

- New Departure Date: [New Departure Date]
- New Flight Number: [Desired New Flight Number]
- New Destination: [New Destination if applicable]

I appreciate your understanding and assistance with this request. Please let me know if there are any additional fees or processes I need to follow to facilitate this change.

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

Sincerely,

[Your Name]