

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I hope this message finds you well. I am writing to request a revision of my flight itinerary due to changes in my vacation plans. My booking reference number is [Booking Reference].

Originally, I was scheduled to fly from [Original Departure City] to [Original Arrival City] on [Original Flight Date] at [Original Flight Time]. However, I would like to reschedule my flight to [New Departure City] on [New Flight Date] or a nearby date if possible.

I understand that changes may incur fees, and I am willing to pay any necessary charges associated with this revision. Please let me know the options available to me at your earliest convenience.

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

Best regards,

[Your Name]