

Flight Schedule Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the flight schedule for the upcoming [event/trip] that is scheduled for [insert date]. It would greatly assist in our planning and arrangements.

Please provide the details of the flights, including timings, durations, and any layover information. If possible, we would appreciate any recommendations for preferred airlines or routes.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]