

Emergency Flight Modification Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Airline Name]
[Airline Customer Service Address]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an urgent modification to my flight reservation due to an unforeseen emergency situation. My booking reference number is **[Your Booking Reference]**, with a scheduled departure on **[Original Departure Date and Time]**.

Due to **[Brief Description of the Emergency]**, I am unable to travel as originally planned. Therefore, I kindly request a modification to my flight to a later date or alternative arrangements that you can provide.

I understand that there may be fees associated with changing my flight, and I am prepared to comply with your policies. Your assistance during this challenging time is greatly appreciated.

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

Sincerely,
[Your Name]