

# Pre-Flight Checklist Coordination

Date: [Insert Date]

To: [Ground Staff Coordinator]

From: [Your Name]

Subject: Pre-Flight Checklist for Flight [Flight Number]

**Dear [Ground Staff Coordinator],**

As part of our pre-flight operations, please find below the checklist for coordination prior to the departure of Flight [Flight Number]. It is essential that all items are completed to ensure a smooth and safe flight.

## **Pre-Flight Checklist:**

- Fuel Quantity Check: [Yes/No]
- Aircraft Inspection: [Completed/Not Completed]
- Passenger Check-in Status: [Complete/Incomplete]
- Baggage Loading Status: [Complete/Incomplete]
- Catering Confirmation: [Confirmed/Not Confirmed]
- Flight Crew Availability: [Available/Not Available]
- Weight & Balance Calculation: [Done/Pending]

## **Additional Notes:**

[Any additional notes or instructions related to the flight.]

Please ensure that all the items are checked and completion status is communicated back to me by [Insert Deadline].

Thank you for your cooperation.

**Sincerely,**

[Your Name]

[Your Job Title]

[Your Contact Information]