

Subject: Request for Fare Modification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Customer Service Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally appeal for a modification of the fare for my airline ticket with the reference number [Insert Ticket Number]. Due to [brief explanation of circumstances], I am kindly requesting that you consider adjusting the fare.

Originally, I booked my ticket for [Insert Original Flight Details] on [Insert Date of Flight]. However, due to [mention any unexpected events, like illness, family emergency], I am unable to proceed with my travel arrangements as planned.

I have been a loyal customer of [Airline Name] and appreciate your quality service. I would be grateful if you could consider a fare modification or any available options that may assist me during this unforeseen situation.

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

Sincerely,

[Your Name]