

Dear [Airline Customer Service],

I hope this message finds you well. I am writing to follow up on my previous request regarding the fare adjustment for my ticket, [Ticket Number], which I submitted on [Date of Initial Request].

As you understand, this matter is important for my travel plans, and I would appreciate any updates you may provide regarding the status of my request. If you need any further information from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]

[Your Contact Information]