

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

[Recipient's Name]
[Airline's Name]
[Airline's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconciliation of airline fares for my recent flight with [Airline's Name] on [Flight Date], with the booking reference number [Booking Reference Number].

Upon reviewing my transaction, I noticed discrepancies in the fare charged versus what was advertised at the time of booking. I would appreciate it if you could provide a detailed breakdown of the fare components, including any applicable taxes and fees.

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

Sincerely,
[Your Name]