

# Request for Emergency Airport Lounge Access

Date: [Insert Date]

To: [Airport Authority Name]

From: [Your Full Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Airport Authority Name],

I am writing to formally request access to the airport lounge due to an emergency situation that requires my immediate attention. I am scheduled to travel on [Flight Number] to [Destination] on [Travel Date]. Unfortunately, I am facing [briefly describe the emergency situation, e.g., a medical emergency, family crisis, etc.], which necessitates my presence in the lounge for a brief respite and to facilitate my travel process.

I understand that lounge access is typically restricted, but I kindly request your assistance in granting me temporary access under these exceptional circumstances. I assure you that I will comply with all lounge policies during my stay.

Thank you for considering my request. I appreciate your understanding and support in this urgent matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]