

Recipient Name

Recipient Title

Airline Company

Company Address

City, State, Zip Code

Date

Dear [Recipient Name],

I am writing to formally request a change to my upcoming red-eye flight reservation, originally scheduled for [original flight date] with flight number [flight number]. Due to [reason for alteration], I would greatly appreciate the possibility of adjusting my departure time.

If possible, I would prefer a departure on [preferred dates/times], as it would be more convenient for my travel plans. I understand that changes may be subject to availability and additional fees, and I am willing to adhere to any necessary protocols.

Thank you for your attention to this matter. I look forward to your prompt response and hope to find a satisfactory resolution.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Booking Reference Number]