

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a change in my red-eye flight schedule. My booking reference is [Booking Reference Number], and I am currently scheduled to fly on [Original Flight Date] from [Departure City] to [Arrival City].

Due to [reason for the change], I would like to request a change to an earlier/later flight on the same day, or on [Alternative Date]. I understand that there may be additional fees involved, and I am willing to cover those as necessary.

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

Sincerely,

[Your Name]