

Notice of Special Accommodation Request

Date: [Insert Date]

To: [Airline Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Airline Customer Service/Specific Contact Name],

I am writing to formally request accommodations regarding my upcoming flight with [Airline Name], scheduled for [Flight Date] on flight number [Flight Number].

Due to my accessibility needs, I require the use of an accessible lavatory during the flight. I would appreciate your assistance in ensuring that suitable arrangements are made for me.

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

Sincerely,

[Your Name]