

# Runway Congestion Notification

Date: [Insert Date]

To: [Insert Recipient Name]

Email: [Insert Recipient Email]

Subject: Notification of Runway Congestion

Dear [Recipient Name],

We wish to inform you about the current runway congestion situation at [Airport Name]. Due to [insert reason for congestion], we are experiencing delays in aircraft departures and arrivals.

We advise all airlines and passengers to check with their respective carriers for real-time updates regarding flight schedules. We are working diligently to manage the situation and minimize the impact on all operations.

We appreciate your understanding and cooperation during this time.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]