

Request for Boarding Pass Correction

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I am writing to request a correction on my recently issued boarding pass for my upcoming flight on [Flight Date] with reservation number [Reservation Number].

As a passenger who requires special assistance due to [briefly state the nature of assistance required], I would like to ensure that this information is correctly reflected on my boarding pass and in your system.

Details of my booking are as follows:

- Name: [Your Full Name]
- Flight Number: [Flight Number]
- Date of Travel: [Travel Date]
- Departure City: [Departure City]
- Destination City: [Destination City]

I would appreciate your prompt assistance in updating my boarding pass to include the necessary notes for special assistance requirements. Please confirm the changes at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Email Address]