

Boarding Pass Correction Request

Date: [Insert Date]

To: [Airline Customer Service]

Subject: Request for Change in Travel Class

Dear [Airline Customer Service Team],

I hope this message finds you well. I am writing to request a correction on my boarding pass for my upcoming flight [Flight Number] scheduled on [Date] from [Departure City] to [Destination City].

My details are as follows:

- Name: [Your Full Name]
- Booking Reference: [Your Booking Reference]
- Current Travel Class: [Current Class]
- Requested Travel Class: [New Class]

Due to [reason for change, e.g., upgrade, error in booking, etc.], I would like to request a change in my travel class to [Requested Travel Class]. I believe this change will [explain briefly if necessary].

Please let me know the next steps and if additional information is required from my side to facilitate this request.

Thank you for your assistance and understanding. I look forward to your prompt response.

Best regards,

[Your Full Name]

[Your Contact Information]