

Boarding Pass Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Airline Name]

[Airline Customer Service Department]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request a correction to my boarding pass details for my upcoming flight with your airline. Below are the details:

- **Flight Number:** [Insert Flight Number]
- **Date of Flight:** [Insert Date]
- **Original Passenger Name:** [Insert Original Name]
- **Corrected Passenger Name:** [Insert Corrected Name]

I kindly ask you to update my boarding pass with the corrected passenger name listed above. I have attached relevant documents to verify this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]