

Request for Boarding Pass Correction

Date: [Insert Date]

To: [Airline Customer Service]

Subject: Request for Flight Date Adjustment

Dear [Airline Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to request a correction regarding my boarding pass for flight [Flight Number] originally scheduled for [Original Date]. Due to unforeseen circumstances, I need to adjust the flight date to [New Desired Date].

Here are the details for your reference:

- **Name:** [Your Full Name]
- **Booking Reference:** [Booking Reference Number]
- **Flight Information:** [Flight Number] - [Original Date]

I understand there may be fees associated with this adjustment, and I am willing to comply with your procedures to ensure a swift resolution. Thank you in advance for your assistance with this matter. I look forward to your prompt response.

Best regards,

[Your Full Name]

[Your Contact Information]

[Your Email Address]