

Boarding Pass Correction Request

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a correction to my boarding pass for my upcoming flight. My itinerary details are as follows:

- Passenger Name: [Your Full Name]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]
- From: [Departure City]
- To: [Destination City]
- Booking Reference: [Booking Reference]

Unfortunately, I noticed that there is an error in my boarding pass regarding [insert specific modification required, e.g., name spelling, date, etc.]. I kindly request your assistance in rectifying this issue.

Please let me know if you need any further information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]