

Endorsement for Flight Change

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally endorse the request for a change in flight details for [Passenger's Name], who is booked on Flight [Flight Number], scheduled to depart on [Original Departure Date] at [Original Departure Time].

Due to [brief explanation of the reason for the change, e.g., unforeseen circumstances, emergencies, etc.], we kindly request a modification of the travel itinerary. We would appreciate your assistance in changing the flight to [New Departure Date] at [New Departure Time].

We understand that there may be fees associated with this change and are prepared to comply with any requirements necessary to facilitate this process.

Thank you for your attention to this matter. We look forward to your prompt response regarding the endorsement of this request.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]