

# Flight Itinerary Modification Request

Date: [Insert Date]

To: [Airline Name]

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a modification to my flight itinerary due to [reason for modification, e.g., personal circumstances, scheduling conflict, etc.].

My current flight details are as follows:

- Passenger Name: [Your Name]
- Booking Reference: [Booking Reference Number]
- Current Flight Number: [Current Flight Number]
- Date of Travel: [Original Date of Travel]
- Departure City: [Departure City]
- Destination City: [Destination City]

I would like to explore changing my flight to the following:

- New Flight Number: [New Flight Number]
- Date of Travel: [New Date of Travel]
- Departure City: [Departure City]
- Destination City: [Destination City]

Please let me know if the modification is possible and any associated fees that may apply. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]

[Your Contact Information]