

Flight Schedule Change Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your request for a change in the flight schedule has been reviewed and approved.

Please find the details of the new flight schedule below:

- **Flight Number:** [New Flight Number]
- **Date:** [New Date]
- **Departure Time:** [New Departure Time]
- **Arrival Time:** [New Arrival Time]
- **Departure Airport:** [New Departure Airport]
- **Arrival Airport:** [New Arrival Airport]

We appreciate your understanding and flexibility regarding this change. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]