

Request for Expedited Boarding

Date:

To:

From:

Subject: Request for Expedited Boarding

Dear Sir/Madam,

I am writing to formally request expedited boarding for my upcoming travel. Due to , I kindly ask for your assistance in allowing me to board ahead of the regular boarding process.

My travel details are as follows:

- Flight/Train/Bus Number:
- Date of Travel:
- Name:
- Ticket/Booking Reference:

I appreciate your prompt attention to this request and thank you for your assistance.

Sincerely,

Contact: