

Travel assistance request email

Subject: Special Assistance Request for Upcoming Travel

Dear Customer Service Team,

I am writing to request special assistance for my upcoming flight on [Date] from [Departure City] to [Destination City], confirmation number [Number].

Due to my [condition/disability], I require the following accommodations:

- Wheelchair assistance from curb to gate
- Priority boarding
- Aisle seat with extra legroom
- Assistance with carry-on luggage storage

I would also like to pre-board to ensure adequate time for settling in and stowing any necessary medical equipment. My condition requires [brief explanation of needs].

Please confirm these arrangements and let me know if you need any additional medical documentation. I can be reached at [phone number] or [email address] for any questions or clarifications.

I appreciate your assistance in making my travel experience as smooth as possible.

Thank you,

[Your Name]

[Frequent Flyer Number if applicable]

[Contact Information]

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