

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Service

Ryanair

[Company Address]

Dear Sir/Madam,

Subject: Complaint Regarding Flight Compensation

I am writing to formally submit a complaint regarding my experience with Ryanair on [Flight Number] on [Date], which was scheduled to fly from [Departure Airport] to [Destination Airport].

Due to [briefly describe the issue, e.g., flight delay, cancellation, boarding issues], I believe I am entitled to compensation under EU regulation 261/2004. I have attached relevant documents including my booking confirmation, boarding pass, and any correspondence related to this matter.

Given the circumstances, I kindly request compensation of [specify amount] as per the regulation guidelines.

I appreciate your prompt attention to this matter and look forward to your response within [number of days, e.g., 14 days].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]