

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

Customer Service

Ryanair

[Airline's Address]

Dear Ryanair Customer Service,

Subject: Flight Cancellation Claim - [Your Flight Number]

I am writing to formally address the cancellation of my flight [Flight Number] scheduled on [Date of Flight] from [Departure Airport] to [Arrival Airport]. I was informed of the cancellation on [Date of Notification].

Due to this cancellation, I incurred additional expenses, including [briefly list expenses, e.g., accommodation costs, alternative transport, etc.]. According to EU Regulation 261/2004, I believe I am entitled to compensation for this disruption.

I kindly request a full refund for my ticket, as well as compensation for the aforementioned expenses. Attached are copies of my flight confirmation, receipts, and any relevant documentation for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Booking Reference Number]

[Attachments: Flight Confirmation, Receipts, etc.]