

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

Customer Service

Ryanair

[Company Address]  
[City, State, Zip Code]

Dear Ryanair Customer Service,

Subject: Request for Refund - [Booking Reference Number]

I hope this message finds you well. I am writing to formally request a refund for my recent flight booking with Ryanair, which was scheduled for [Flight Date] from [Departure City] to [Arrival City]. Unfortunately, due to [brief explanation of the reason, e.g., cancellation, medical emergency, etc.], I was unable to travel as planned.

Booking Details:

- Passenger Name: [Your Full Name]
- Booking Reference Number: [Your Booking Reference]
- Flight Number: [Your Flight Number]
- Scheduled Departure Date: [Flight Date]

I have attached all relevant documentation, including [list any attached documents, e.g., ticket confirmation, cancellation notice, etc.], for your reference.

I understand that your refund policy may require specific procedures to be followed. I would appreciate your assistance in processing my refund in a timely manner. Please confirm receipt of this letter and let me know if any further information is needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]