

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

Customer Service

Ryanair

[Airline's Address]
[City, State, Zip Code]

Dear Ryanair Customer Service,

I hope this message finds you well. I am writing to formally apologize for missing my flight with Ryanair on [Flight Date] to [Destination], flight number [Flight Number].

Due to [brief explanation of the reason for missing the flight - e.g., unforeseen circumstances, traffic, etc.], I was unable to arrive at the airport on time. I understand the importance of punctuality and take full responsibility for my actions.

I appreciate Ryanair's commitment to providing punctual services and understand that my absence may have caused inconvenience. I apologize for any disruption this may have caused to the schedule and for the impact on your operations.

I am requesting guidance on any possible options for rebooking my flight and would be grateful for any assistance you can provide.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]
[Your Booking Reference Number]