

[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 Team,

Subject: Request for Travel Voucher

I hope this message finds you well. I am writing to formally request a travel voucher for my recent flight cancellation with Ryanair. My booking reference number is [Your Booking Reference Number], and the flight was scheduled for [Flight Date] from [Departure City] to [Arrival City].

Due to [reason for cancellation], I was unable to travel as planned.

According to Ryanair's policy regarding flight cancellations, I understand that I am eligible for a travel voucher. I would appreciate your assistance in processing this request at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this process. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]