

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

Customer Service

Ryanair

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

Subject: Request for Compensation due to Flight Cancellation

Dear Ryanair Customer Service Team,

I am writing to formally address the cancellation of my flight [Flight Number] scheduled for [Date] from [Departure Airport] to [Destination Airport].

I understand that cancellations can occur for various reasons, but I was notified of the cancellation on [Date of Notification], which has caused significant inconvenience and additional costs on my part.

As per EU regulations, I am requesting compensation for this cancellation. I would appreciate your prompt attention to this matter and look forward to your response detailing the next steps.

Thank you for your assistance.

Sincerely,

[Your Name]
[Booking Reference Number]