

[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: Inquiry Regarding Flight Change Policy

I hope this letter finds you well. I am writing to inquire about the flight change policy for my upcoming Ryanair flight, scheduled for [insert date] with the booking reference number [insert booking reference].

I would like to understand the following aspects of the flight change policy:

1. **\*\*Change Fees\*\***: Are there any fees associated with changing my flight? If so, could you please provide details on the amounts?
2. **\*\*Change Window\*\***: What is the timeframe in which I can make changes to my flight without incurring penalties?
3. **\*\*Availability of Alternative Flights\*\***: How can I find alternate flights if I need to reschedule?
4. **\*\*Refunds\*\***: In the case of a flight change, am I eligible for any form of refund?

I would appreciate your prompt response to my inquiries, as I need to make informed travel plans. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]