

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

Customer Service

Ryanair

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

Subject: Flight Refund Request - [Flight Details]

Dear Ryanair Customer Service,

I am writing to formally request a refund for my flight that was scheduled for [Flight Date] from [Departure City] to [Destination City]. The booking reference number is [Booking Reference Number]. Unfortunately, due to [brief explanation of the reason for cancellation or refund request], I was unable to travel as planned. In accordance with Ryanair's refund policy, I kindly ask that you process my refund for the total amount of [Total Amount].

Please find attached any relevant documentation, including my booking confirmation and any applicable receipts.

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

Sincerely,  
[Your Name]