

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

Customer Service

Ryanair

[Address of Ryanair Customer Service]

Dear Ryanair Customer Service,

Subject: Request for Flight Refund - Booking Reference [Your Booking Reference]

I hope this message finds you well. I am writing to formally request a refund for my flight, which was scheduled for [Flight Date] from [Departure Airport] to [Destination Airport]. Due to [brief reason for refund request, e.g., flight cancellation, illness, etc.], I was unable to take this flight.

Here are my booking details for your reference:

- Passenger Name: [Your Full Name]
- Booking Reference: [Your Booking Reference]
- Flight Number: [Flight Number]
- Scheduled Departure: [Flight Date and Time]

I have enclosed any relevant documentation, including [list any attached documents, e.g., medical certificates, cancellation notifications, etc.].

I appreciate your prompt attention to this matter and look forward to your response. Thank you for your understanding.

Sincerely,

[Your Name]

[Enclosures: if any]