

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

Customer Service

Ryanair

[Company Address]

Subject: Request for Refund (Booking Reference: [Your Booking Reference])

Dear Ryanair Customer Service,

I hope this message finds you well. I am writing to formally request a refund for my Ryanair flight [Flight Number] scheduled on [Date]. Due to [reason for refund claim, e.g., flight cancellation, missed connection, etc.], I was unable to travel as planned.

Booking Details:

- Name: [Your Full Name]
- Booking Reference: [Your Booking Reference]
- Flight Number: [Flight Number]
- Date of Travel: [Date]

According to Ryanair's policy, I believe I am eligible for a refund, and I kindly ask for your assistance in processing this claim. Attached to this letter, you will find relevant documents supporting my request, including [list any attached documents, e.g., boarding pass, cancellation confirmation, etc.].

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]