

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

Customer Service

Ryanair

[Airline's Address]

Subject: Request for Refund for Delayed Flight

Dear Customer Service,

I am writing to formally request a refund for my flight [Flight Number] that was scheduled on [Original Departure Date] from [Departure Airport] to [Destination Airport]. Unfortunately, this flight was significantly delayed by [Duration of Delay] hours, resulting in additional costs and inconvenience.

According to EU Regulation 261/2004, I am entitled to compensation for delays exceeding three hours. My flight details are as follows:

- Flight Number: [Flight Number]
- Booking Reference: [Booking Reference]
- Date of Flight: [Original Departure Date]
- Departure Airport: [Departure Airport]
- Destination Airport: [Destination Airport]

I have attached all relevant documentation including my booking confirmation and any receipts for additional expenses incurred due to the delay.

I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]