

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

Customer Service

Ryanair

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

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

Dear Ryanair Customer Service,

I am writing to formally request a refund for my flight [Flight Number] scheduled on [Date of Flight] from [Departure Airport] to [Arrival Airport]. Unfortunately, due to [reason for cancellation or request, e.g., flight cancellation, illness, etc.], I am unable to travel as planned.

According to your policy regarding [mention relevant policy, if applicable], I am entitled to a refund for the circumstances surrounding my situation.

I have attached all relevant documentation, including my booking confirmation and any other supporting documents.

I would appreciate your prompt attention to this matter and look forward to your response at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]