

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

Customer Service Department
Ryanair

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

Subject: Request for Travel 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 flight booking [Flight Number] that was scheduled for [Date of Flight]. Due to [reason for cancellation, e.g., flight cancellation, illness, etc.], I was unable to travel as planned.

Details of my booking are as follows:

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

I have attached any relevant documents, including [list documents, e.g., receipts, cancellation confirmation, etc.], to support my request.

According to Ryanair's policy, I am eligible for a full refund under these circumstances. I would appreciate your prompt attention to this matter and look forward to receiving confirmation of my refund at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature if sending a hard copy]