

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

Customer Service

Ryanair

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

Subject: Compensation Request for Flight [Flight Number] on [Date]

Dear Ryanair Customer Service,

I am writing to formally request compensation for the disruption experienced on my flight [Flight Number] scheduled on [Date] from [Departure Airport] to [Arrival Airport].

The flight was delayed/cancelled for [reason for the disruption, if known], causing significant inconvenience and additional expenses for me. According to EU Regulation 261/2004, I believe I am entitled to compensation as the disruption was within your control.

Details of the flight are as follows:

- Booking Reference: [Booking Reference]
- Flight Number: [Flight Number]
- Date of Travel: [Date]
- Departure Airport: [Departure Airport]
- Arrival Airport: [Arrival Airport]

I have attached [any supporting documents, e.g., boarding pass, receipts, etc.] to help facilitate this process.

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

Thank you for your attention to my request.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachment: copies of relevant documents]