

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

Customer Service

Ryanair

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

Dear Ryanair Customer Service Team,

Subject: Fare Adjustment Request for Booking Reference [Booking Reference Number]

I hope this message finds you well. I am writing to formally request a fare adjustment for my recent flight booking with Ryanair. The details of my booking are as follows:

- Passenger Name: [Your Name]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]
- Departure Location: [Departure City]
- Arrival Location: [Arrival City]

Due to [briefly explain the reason for the fare adjustment request; e.g., a pricing discrepancy, a change in travel plans, etc.], I believe that an adjustment to my fare is warranted. I kindly ask that you review my request and consider making the necessary adjustments to reflect this situation.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Booking Reference Number]