

[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,

Subject: Request for Travel Credit

I hope this message finds you well. I am writing to request travel credit for my recent cancellation (Booking Reference: [Your Booking Reference]) on [Date of Cancellation].

Due to [reason for cancellation], I was unable to travel as planned. As per your policy, I believe I am eligible for a travel credit due to the circumstances surrounding my cancellation.

I would appreciate your assistance in processing this request. Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Frequent Flyer Number (if applicable)]