

[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 Flight Reservation Cancellation

Dear Ryanair Customer Service,

I am writing to formally request the cancellation of my flight reservation with Ryanair. Below are the details of my booking:

- Booking Reference: [Your Booking Reference]
- Flight Number: [Your Flight Number]
- Departure Date: [Date of Departure]
- Passenger Name(s): [Your Name / Names of Passengers]

Due to unforeseen circumstances, I am unable to travel as planned. I kindly ask you to process my cancellation and inform me of any applicable refund procedures.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]