

[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 Reservation Changes - Booking Reference: [Your Booking Reference]

Dear Ryanair Customer Service,

I hope this message finds you well. I am writing to request changes to my existing reservation with the booking reference number [Your Booking Reference].

Details of my flight are as follows:

- Passenger Name: [Your Name]
- Flight Date: [Original Flight Date]
- Original Departure: [Original Departure Location]
- Original Destination: [Original Destination]

I would like to make the following changes:

- [Specify the changes you wish to make, such as date change, destination change, etc.]

If there are any applicable fees or procedures I need to follow, please let me know. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Booking Reference]