

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

Customer Service

Ryanair

[Office Address]
[City, State, Zip Code]

Subject: Reference for Flight Delay - Flight [Flight Number] on [Date]

Dear Ryanair Customer Service,

I am writing to request your assistance regarding a delay that occurred on my recent flight with Ryanair.

Details of the flight are as follows:

- Flight Number: [Flight Number]
- Date of Travel: [Date]
- Departure Airport: [Departure Airport]
- Arrival Airport: [Arrival Airport]
- Scheduled Departure Time: [Scheduled Time]
- Actual Departure Time: [Actual Time]

The flight was delayed by [Duration of Delay] due to [Reason for Delay, if known]. This delay caused significant inconvenience as [Briefly explain impact, e.g., missed connections, additional expenses].

I kindly request that you review this matter and provide me with any relevant compensation or assistance regarding this delay as per your policy.

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

Sincerely,

[Your Name]

[Your Booking Reference Number]