

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

Customer Service

Ryanair

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

Dear Customer Service Team,

Subject: Compensation Request for Flight Disruption

I am writing to formally request compensation for the disruption of my flight [Flight Number] scheduled on [Date] from [Departure City] to [Destination City].

My flight was significantly delayed/cancelled due to [briefly explain reason if known, e.g., operational issues, weather conditions]. This disruption caused me [mention any inconveniences, e.g., financial loss, missed connections, etc.].

According to EC Regulation 261/2004, I believe I am entitled to compensation for this disruption. I have attached all relevant documents, including my booking confirmation, boarding pass, and any correspondence regarding the flight disruption.

I kindly ask that you process my compensation request promptly. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]