

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

Customer Service

Ryanair

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

Dear Customer Service Team,

Subject: Request for Ryanair Voucher

I hope this message finds you well. I am writing to formally request a voucher for my recent travel disruption with Ryanair.

Booking Reference: [Your Booking Reference]

Flight Number: [Flight Number]

Date of Flight: [Date of Flight]

Due to [brief explanation of the reason for the request, e.g., flight cancellation, delay, etc.], I was unable to travel as scheduled. I understand that vouchers may be issued for such circumstances, and I would appreciate your assistance in processing my request.

Please let me know if you require any additional information to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]