

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

Customer Services

Ryanair

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

Dear Ryanair Customer Services,

I hope this message finds you well. I am writing to formally apologize for missing my flight with Ryanair on [Flight Date], flight number [Flight Number], from [Departure City] to [Destination City].

Unfortunately, due to [brief explanation of the reason for missing the flight, e.g., unforeseen circumstances, delays in transportation], I was unable to arrive at the airport on time. I understand the importance of punctuality and how it affects the airline's operations.

I sincerely regret any inconvenience this may have caused and assure you that it was not my intention to disrupt the schedule.

Thank you for your understanding in this matter. I appreciate your assistance and support regarding this issue.

Sincerely,  
[Your Name]