

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

Customer Service

Ryanair

[Company Address]

Subject: Ticket Refund Request - [Booking Reference Number]

Dear Ryanair Customer Service,

I am writing to formally request a refund for my Ryanair ticket purchased on [Purchase Date] for the flight from [Departure City] to [Destination City] on [Flight Date]. Unfortunately, I was unable to travel due to [brief explanation of the reason, e.g., flight cancellation, medical emergency].

My booking reference number is [Booking Reference Number]. According to Ryanair's refund policy, I believe I am eligible for a full refund due to [reason for eligibility, e.g., flight cancellation, customer service promise, etc.].

Please find attached a copy of my booking confirmation and any relevant documentation supporting my refund request.

I hope to hear from you soon regarding the status of my refund. Thank you for your attention to this matter.

Sincerely,

[Your Name]