

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

Customer Service

Ryanair

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

Dear Ryanair Customer Service,

Subject: Request for Ticket Upgrade - [Booking Reference Number]

I hope this message finds you well. I am writing to request an upgrade for my flight scheduled on [Flight Date] from [Departure Airport] to [Arrival Airport], under booking reference [Booking Reference Number].

I would like to upgrade from [Current Class/Type] to [Desired Class/Type]. The reason for this request is [briefly explain reason, e.g., special occasion, need for additional comfort, etc.].

I understand there may be additional costs associated with this upgrade and am willing to discuss any options available.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]