

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

Customer Service

Ryanair

[Airline Address]

Subject: Claim for Flight Delay Compensation - Flight [Flight Number]

Dear Ryanair Customer Service,

I am writing to formally request compensation for the delay of my flight, [Flight Number], which was scheduled to depart from [Departure Airport] to [Destination Airport] on [Date]. The flight was delayed for more than [Duration of Delay] hours, causing significant disruption to my plans. As per EU Regulation 261/2004, I believe I am entitled to compensation due to the length of the delay and the circumstances surrounding it. The details of my flight are as follows:

- Flight Number: [Flight Number]
- Booking Reference: [Booking Reference]
- Date of Travel: [Date]
- Scheduled Departure Time: [Time]
- Actual Departure Time: [Time]

Attached to this letter are copies of my ticket and any relevant correspondence regarding the delay. I kindly ask that you process my compensation claim in accordance with the regulations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]