

Compensation Request for Travel Delays

Date: [Insert Date]

To: [Airline Company Name]

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I am writing to formally request compensation for the travel delays I experienced on [insert date of travel] on flight [insert flight number]. Due to unforeseen circumstances, my flight was delayed for [insert duration of delay], which caused significant inconvenience and additional expenses.

Under [insert relevant regulations, if applicable], I believe I am entitled to compensation for this disruption. The details of my travel are as follows:

- **Passenger Name:** [Your Full Name]
- **Flight Number:** [Flight Number]
- **Date of Travel:** [Date]
- **Departure Airport:** [Airport Name]
- **Arrival Airport:** [Airport Name]
- **Duration of Delay:** [Time]

As a result of the delay, I incurred additional expenses for [list any expenses incurred, e.g., meals, transportation]. I have attached copies of relevant receipts for your review.

I appreciate your attention to this matter and look forward to a prompt resolution. Please inform me of the next steps regarding my compensation request.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]

[Your Phone Number]