

Request for Compensation Due to Overbooked Flight

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally assert my request for compensation due to an overbooked flight I experienced on [Flight Number] from [Departure City] to [Arrival City] on [Date]. I was informed at the airport that my reservation could not be honored due to overbooking.

As a result of this, I faced significant inconvenience including [details of inconvenience, e.g., delay, re-routing, etc.]. According to the airline's policies and applicable regulations regarding passenger rights, I believe I am entitled to compensation for this experience.

I kindly request a reimbursement amounting to [specific compensation requested, if applicable], and I would appreciate your prompt attention to this matter.

Thank you for addressing my request. I look forward to your swift response.

Sincerely,

[Your Name]