

# Airline Compensation Claim for Flight Cancellation

[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 claim compensation for the cancellation of my flight [Flight Number] on [Date of Flight] from [Departure City] to [Destination City].

According to the airline's policy and EU Regulation 261/2004, I am entitled to compensation due to the unexpected cancellation of my flight, which was not communicated to me in advance.

Flight Details:

- Passenger Name: [Your Name]
- Booking Reference: [Booking Reference]
- Scheduled Departure: [Departure Date and Time]
- Scheduled Arrival: [Arrival Date and Time]
- Cancellation Notification Received: [Date and Time]

Given the inconvenience caused and the lack of prior notice regarding the cancellation, I am requesting a compensation amount of [Compensation Amount]. Enclosed are copies of my ticket, the confirmation email, and any other relevant documents.

Please let me know if you require any further information to process my claim. I look forward to your prompt response regarding this matter.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]