

Letter for Airline Compensation Claim

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

Customer Service Department
Airline Name
Airline Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request compensation for a missed connection that occurred on [Date] due to [reason for missed connection, e.g., delayed flight]. My itinerary was as follows:

- Flight Number: [Flight Number]
- Departure City: [Departure City]
- Arrival City: [Arrival City]
- Original Connection: [Connecting Flight Details]

Despite my efforts to reach my connecting flight, I was unable to do so because of the [specific circumstances, e.g., late arrival]. As a result, I faced significant inconvenience, including [details of any costs incurred or other inconveniences experienced].

According to [relevant airline policies or regulations, e.g., EU261/2004 for flights in the EU], I believe I am entitled to compensation for the disruption. I kindly request an amount of [specify amount, if applicable] as compensation.

Attached are copies of my flight itinerary, boarding passes, and any other relevant documents. I look forward to your prompt response regarding my claim.

Thank you for your attention to this matter.
Sincerely,
[Your Name]