

Notification of Compensation for Flight Diversion

Dear [Passenger Name],

We regret to inform you that your flight [Flight Number] scheduled for [Original Date and Time] from [Original Departure] to [Original Destination] has been diverted due to [reason for diversion, e.g., adverse weather conditions].

As a valued customer, we want to ensure your satisfaction and address any inconvenience this may have caused. In accordance with our compensation policy and relevant regulations, we are pleased to inform you that you are eligible for compensation amounting to [Compensation Amount].

To claim your compensation, please follow the instructions provided below:

- Visit our website at [Website Link]
- Fill out the compensation request form
- Submit the form along with any necessary documentation

If you have any questions or require assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your understanding and thank you for your continued loyalty to [Airline Name].

Sincerely,
[Your Name]
[Your Title]
[Airline Name]