

Request for Compensation Due to Delayed Flight

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request compensation for the delay of my flight [Flight Number] scheduled on [Date] from [Departure City] to [Destination City]. The flight was delayed for [Duration of Delay] which caused significant inconvenience.

According to your airline's policy and the regulations set forth by [Applicable Regulation or Law], I am entitled to compensation for this delay. I have attached copies of my flight itinerary and any relevant documentation that supports my request.

I appreciate your attention to this matter and look forward to a timely resolution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your prompt response.

Sincerely,

[Your Name]