

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

Customer Service  
Airline/Travel Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally appeal for compensation regarding the travel disruption I encountered on [date], during my flight [flight number] from [departure city] to [arrival city]. Unfortunately, the flight was delayed/cancelled due to [brief explanation of the issue].

This disruption caused significant inconvenience, including [mention any specific impact, such as missed connections, additional costs incurred, etc.]. According to [mention relevant policy or regulation, e.g., EU261/2004, etc.], I believe I am entitled to compensation for the disruption I faced.

I have attached relevant documents including my ticket, boarding pass, and any receipts for additional expenses incurred during this disruption.

I appreciate your attention to this matter and look forward to your prompt response regarding my request for compensation.

Thank you for your understanding.

Sincerely,  
[Your Name]