

# Compensation Request for Delayed Flight

[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,

I am writing to formally request compensation for the delayed flight [Flight Number] that occurred on [Date of Flight]. Initially scheduled to depart from [Departure City] to [Destination City], the flight was delayed by [Duration of Delay], causing significant inconvenience.

According to your guidelines, I believe I am entitled to compensation due to the length of the delay. I have attached relevant documents, including my boarding pass and the itinerary for your reference.

I hope we can resolve this matter promptly. Thank you for your attention to this request. I look forward to your prompt reply.

Best regards,

[Your Name]