

Demand for Flight Delay Compensation

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Customer Service Department

Airline Name

Airline Address

City, State, Zip Code

Dear Customer Service Representative,

I am writing to formally request compensation for the delay of my flight (Flight Number), which was scheduled to depart on (Date) from (Departure Airport) to (Destination Airport). The flight was delayed by (number of hours), causing significant inconvenience.

According to the European Union Regulation 261/2004 (or relevant regulation for the applicable region), passengers are entitled to compensation for flight delays exceeding three hours. Given that my flight was delayed beyond this threshold, I am requesting compensation in the amount of (specify amount).

Please find attached copies of my flight itinerary, boarding pass, and any other pertinent documentation to support my claim.

I look forward to your prompt response to this matter. Thank you for your attention to this request.

Sincerely,

Your Name

Contact Number