

Notification of Flight Delay Compensation Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Customer Service Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request compensation for the delay of my flight [Flight Number] scheduled on [Original Date] from [Departure Airport] to [Destination Airport]. The flight was delayed for [duration of delay] and caused significant inconvenience.

According to [relevant regulation or airline policy], I understand that I am entitled to compensation due to the circumstances surrounding the delay.

For your reference, my booking details are as follows:

- Reservation Number: [Insert Reservation Number]
- Departure Date: [Insert Departure Date]
- Flight Number: [Insert Flight Number]

I have attached all relevant documents, including my boarding pass and any correspondence related to the delay.

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

Sincerely,

[Your Name]