

Request for Compensation Due to Flight Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Subject: Request for Compensation Due to Flight Delay

Dear Customer Service Team,

I am writing to formally request compensation for the delay of my flight [Flight Number] scheduled on [Date of Flight] from [Departure City] to [Arrival City]. The flight was delayed for [duration of delay], resulting in significant inconvenience and additional expenses.

According to [relevant airline policy or applicable regulations], I believe I am entitled to compensation due to the circumstances surrounding this delay. Please find attached documents including my flight itinerary and receipts of additional expenses incurred.

I kindly request a prompt response regarding this matter. I appreciate your attention to this issue and look forward to a resolution.

Sincerely,

[Your Name]