

Compensation Claim for Flight Delay

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally submit my claim for compensation regarding the delay of my flight [Flight Number] on [Date of Flight]. The flight was scheduled to depart from [Departure Airport] to [Destination Airport] but was delayed by [Duration of Delay].

According to the EU Regulation 261/2004, I believe I am entitled to compensation due to the circumstances surrounding this delay.

For your reference, the details of my flight are as follows:

- Flight Number: [Flight Number]
- Date of Travel: [Date]
- Departure Airport: [Departure Airport]
- Destination Airport: [Destination Airport]
- Booking Reference: [Booking Reference]

I have attached copies of the relevant documents, including my ticket, boarding pass, and any communication regarding the delay.

I appreciate your attention to this matter and look forward to your prompt response regarding the compensation that I am entitled to as a result of this inconvenience.

Thank you.

Sincerely,

[Your Name]