

Compensation Request for Overbooked Flight

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Airline Name]
[Airline Address]
[City, State, Zip Code]

Dear [Customer Service Manager],

I am writing to formally request compensation for the inconvenience caused by my recent experience with [Airline Name] on [Date of Flight]. My flight [Flight Number] from [Departure City] to [Arrival City] was overbooked, and as a result, I was unable to board.

As per [Airline Name] policies and relevant aviation regulations, I understand that passengers affected by overbooked flights are entitled to compensation. I would like to request [specify your compensation request, e.g., a refund, travel voucher, etc.].

My booking reference is [Booking Reference Number], and I have attached copies of my travel documents for your reference. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for understanding.

Sincerely,
[Your Name]