

Demand for Refund Due to Flight Overbooking

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally demand a refund for my flight [Flight Number], scheduled on [Date of Flight] from [Departure City] to [Destination City], which was unfortunately overbooked. As a result, I was unable to board the flight as planned.

The details of my booking are as follows:

- Passenger Name: [Your Name]
- Booking Reference Number: [Your Booking Reference]
- Date of Flight: [Date]
- Departure: [Departure City]
- Destination: [Destination City]

According to the airline's policy, passengers affected by overbooking are entitled to a refund along with possible compensation. I kindly request the prompt processing of my refund, as well as any applicable compensation for the inconvenience caused.

Please find attached copies of my booking confirmation and any other relevant documents for your reference.

I expect to hear back from you within [insert timeframe, e.g., 14 days] regarding the status of my refund. Thank you for your attention to this matter.

Sincerely,

[Your Name]