

Formal Request for Overbooking Compensation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear [Airline Customer Service/Specific Department],

I am writing to formally request compensation due to the overbooking of my flight [Flight Number] scheduled on [Date] from [Departure City] to [Destination City]. Despite having a confirmed reservation, I was denied boarding and had to make alternative travel arrangements.

As per your company policy and applicable regulations, I believe I am entitled to compensation for the inconvenience caused. I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]