

Notification of Overbooking Compensation

Date: [Insert Date]

Dear [Passenger's Name],

We regret to inform you that due to an unforeseen overbooking situation on your scheduled flight [Flight Number] from [Departure City] to [Arrival City] on [Flight Date], we are unable to accommodate all passengers as planned.

As a gesture of goodwill and in line with our commitment to customer satisfaction, we are pleased to offer you compensation for the inconvenience caused. Please find the details of your compensation package below:

- **Compensation Amount:** \$[Insert Amount]
- **Type of Compensation:** [Voucher/Refund/Travel Credit]
- **Valid Until:** [Expiration Date]

To claim your compensation, please respond to this email or contact our customer service at [Customer Service Phone Number] by [Response Deadline].

We sincerely apologize for this inconvenience and we appreciate your understanding. Thank you for choosing [Airline Name] for your travel needs.

Best regards,

[Your Name]

[Your Position]

[Airline Name]

[Contact Information]