[Your Name]

[Your Address]

[Airline Name]

[Airline Address]

[Date]

Dear Sir/Madam,

**Compensation claim for denied boarding**

I am writing to you today in regards to the denial of boarding I experienced. I was denied boarding to my flight [Flight Number] on [Date] which was scheduled to depart from [Departure Airport] and arrive at [Arrival Airport] on [Date].

Due to the fact I was denied boarding on this flight, under EC Regulation 261/2004 I am seeking compensation.

The passengers travelling in my party were –

[List of Passengers]

Due to the denied boarding, I am seeking [€250/€400/€600] compensation per passenger in my party.

Due to the fact I was denied boarding to this flight I am seeking reimbursement of the following expenses which were incurred –

[List of Expenses]

Thank you for your time, I look forward to hearing back from you and would appreciate a response within 14 working days.

Regards

[Your Name]