[Your Name]

[Your Address]

[Name of Airline]

[Address of Airline]

[Date]

Dear Sir/Madam

**Compensation claim for cancelled flight**

I am contacting you today in regards to my cancelled flight. Flight [Flight Number] on which I was due to be a passenger and was scheduled to depart from [Departure Airport] on [Departure Time] and arrive at [Arrival Airport] on [Date] was cancelled.

As I did not travel on a replacement flight, under EC Regulation 261/2004 I am seeking compensation.

Please see a list of passengers within my party –

[List Passengers]

Due to this cancellation I am seeking [€250/€300/€400/€600] compensation per passenger in my party.

In addition to compensation for the cancelled flight, I am also seeking reimbursement for the following expenses incurred as a result –

[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]