**[Your Name]**

**[Your Address]**

**[City, ZIP Code]**

**[Your Email Address]**

**[Your Phone Number]**

**[Date]**

**[Airline Name]**

**[Airline Address]**

**[City, ZIP Code]**

Subject: Request for Compensation due to Flight Delay

Dear Sir/Madam,

I am writing to bring to your attention the significant flight delay experienced during my journey on [Flight Number] from [Departure City] to [Arrival City] on [Date of the Flight].

The scheduled departure time of the flight was [Scheduled Departure Time], but due to unforeseen circumstances, the flight was delayed by [Number of Hours] hours, resulting in an arrival time of [Actual Arrival Time]. This delay caused me considerable inconvenience, including [mention any specific inconveniences, such as missed connections, appointments, etc.].

According to the air passenger rights under [EU Regulation 261/2004 / Applicable Regulation], passengers are entitled to compensation for flight delays exceeding [Threshold for Compensation, e.g., 3 hours]. I kindly request that you process my compensation claim as per the regulations. The compensation amount is [Amount of Compensation] as outlined by the regulations.

Please find my flight details below for your reference:

- Flight Number: [Flight Number]

- Departure Date: [Date of Departure]

- Arrival Date: [Date of Arrival]

- Booking Reference: [Booking Reference Number]

I kindly request that you initiate the compensation process and provide the compensation amount to my bank account as follows:

**- Bank Name: [Your Bank Name]**

**- Account Holder Name: [Your Name]**

**- IBAN: [Your IBAN]**

**- BIC/SWIFT: [BIC/SWIFT Code]**

I appreciate your prompt attention to this matter and your adherence to the regulations governing passenger rights. I kindly request confirmation of the receipt of this letter and an estimated timeline for the compensation process.

Thank you for your cooperation.

Sincerely,

**[Your Signature]**

**[Your Name]**