[Your Name]

[Your Address]

[Airline Name]

[Airline Address]

[Date]

Dear Sir/Madam,

**Compensation claim for cancelled flight**

I am writing regarding the cancellation of flight [Flight Number], on which I was scheduled to depart from [Departure Airport] and arrive at [Arrival Airport] on [Date].

I did not travel on a replacement flight and as such I am seeking compensation under EC Regulation 261/2004 for this flight.

The passengers in the party were [List of Passengers].

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

[In addition to this I am also seeking reimbursement of the following expenses:-

* [List of Expenses]

]

I look forward to hearing from you and would welcome a response in 14 days.

Yours faithfully

[Your Name]