[Your Name]

[Your Address]

[Airline Name]

[Airline Address]

[Date]

Dear Sir/Madam,

**Compensation claim for delayed flight**

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

The flight was scheduled to arrive at [Scheduled Arrival Time], however it did not arrive until [Actual Arrival Time], some [Hours] hours [Minutes] minutes late.

The judgment of the Court of Justice of the European Union in *Tui & others v CAA* confirmed the applicability of compensation for delay as set out in the Sturgeon case. As such, I am seeking compensation under EC Regulation 261/2004 for this delayed flight.

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

I am seeking [€250/€300/€400/€600] compensation per delayed 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]