

[Passenger name]

[Passenger address]

[Name of the Airline]

[Address of the Airline]

**Flight compensation claim, Art. 7 Regulation (EC) No. 261/2004**

Dear customer service team,

I recently used your airline and my flight [flight number] on [flight date], for which I had the reservation [booking number] was delayed.

As per Art.7 Regulation (EC) No. 261/2004, I hereby want to claim my compensation.

Flying from [departure airport] at [scheduled time of departure] we were planning to arrive at [arrival airport] at [scheduled time of arrival]. The arrival of our flight was delayed by [length of the delay] hours and to my knowledge not caused by extraordinary circumstances.

I am therefore entitled to €[250/400/600] in compensation.

Please transfer the payment to my bank account within the next 14 days:

- Account holders name:
- IBAN:
- BIC/SWIFT:
- Currency of the account:

You find a copy of my travel documents attached to this claim.

Please respond within 14 days, otherwise I will seek immediate legal assistance.

[Signature]