

# Flight Delay Claim Letter and Form Sample

Submit a **flight delay claim letter** and form sample to effectively request compensation for disrupted travel plans. This document details your flight information, delay duration, and the inconvenience faced, ensuring a clear and formal appeal. Using a standardized template increases the chances of a successful claim resolution with airlines.

## Sample Flight Delay Claim Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Customer Relations

[Airline Name]

[Airline Address]

Subject: Claim for Compensation â€“ Flight Delay [Flight Number]

Dear Sir/Madam,

I am writing to formally request compensation for the delay of my recent flight [Flight Number] from [Departure Airport] to [Arrival Airport] on [Date]. The flight was scheduled to depart at [Scheduled Departure Time] and arrive at [Scheduled Arrival Time], but was delayed by [Duration of Delay].

Due to this significant delay, I experienced considerable inconvenience, including [describe inconvenience, e.g., missed connections, additional expenses, lost time, etc.]. Under EU Regulation 261/2004 (or relevant compensation legislation), I believe I am entitled to compensation for this delay.

Attached are copies of my ticket, boarding pass, and any supporting documents.

I kindly request that you process my claim and advise on the next steps for compensation. Thank you for your attention to this matter.

Sincerely,

[Your Name]

## Sample Flight Delay Claim Form

**Full Name:**

**Mailing Address:**

**Email:**

**Phone Number:**

**Flight Number:**

**Date of Flight:**

**Departure Airport:**

**Arrival Airport:**

**Scheduled Departure Time:**

**Scheduled Arrival Time:**

**Actual Departure Time:**

**Delay Duration (in hours/minutes):**

**Describe Inconvenience/Expenses:**

**Supporting Documents (Ticket/Boarding Pass):**

Choose File

No file selected

**Signature:**

**Date:**