**Sample Letter: Delayed Flight – Passenger Rights as per Flight Compensation Regulation 261/2004**

Jane Doe

Any Street 1

1010 Anytown

REGISTERED LETTER

XYZ Airlines

XYZ Street 1

1010 Anytown Place, date

Dear Sir/Madam,

The departure of the flight

from x to x

flight number x

on x

which had been duly booked and paid for, was delayed by x hours.

The final destination was reached with x hours’ delay.

**In accordance with Regulation (EC) 261/2004, I herewith assert the following claims:**

* No services were rendered or offered during the delay. I therefore incurred the following expenses:
* Meals and refreshments: x euros
* Communications (telephone/email/fax): x euros
* Hotel expenses: x euros
* Transfer expenses between airport and hotel: x euros
* Pursuant to Art. 7 of Regulation (EC) 261/2004 in conjunction with the rulings passed by the ECJ (joined cases C-402/07 and C-432/07, and joined cases C-581/10 and C-629/10), I am also entitled to compensation. In this context, I refer to the strict ruling on extraordinary circumstances passed by the highest court of justice, on which grounds I request you to pay the compensation due to me, the amount of which is calculated in accordance with the flight distance and therefore totals x euros (x euros per person). Please remit your payment to the following bank account:

Bank:

Account holder:

IBAN:

BIC:

Should I receive no reply within the next six weeks, or if your response is unsatisfactory, I shall immediately contact the Agency for Passenger Rights with a request to assert my claims.

Kind regards

xxx

Encl. Invoices for..., invoice for hotel accommodation, invoice for transfer between airport and hotel