



Free Letter Template to Claim for Flight Delays or Cancellations

You are just 3 steps away to claim up to 600€ for your delayed or canceled or overbooked flight using CLAIMFLIGHTS free flight delay compensation sample letter.

Step 1

You can calculate the amount to claim using our [Flight Delay Compensation Calculator](#).

Step 2

- You need to research the address of the airline, making sure it's the correct legal address that you can easily find on the airlines' website. If you are not sure about the postal address it is better to make a phone call on their telephone numbers.
- Proceed next to write the letter to the airline, using our letter template below.

Step 3

- After dispatching the letter, you need to wait for a minimum of 3 weeks before initiating any legal action since the payment of your compensation may be in the way.
- If the airlines offer you a coupon towards compensation or deny the admissibility of your claim citing "extraordinary circumstances" or do not respond; then you should seek appropriate legal help.
- The US or overseas citizens should note that the court where your case would be heard shall obviously not be your home town and the cost of traveling of your lawyer or yourself shall be borne by you. While the personal presence of the passenger making a compensation claim is not ordinarily required during the proceedings but in some cases, it might be necessary.
- It is important to caution you here that in case you decide to claim compensation through legal proceedings on your own volition, the cost of hiring the lawyer, court costs, travel expenses, etc. shall be borne by you if the court does not award you a favourable decision.

You can leave all the hassles to us, and let us fight for your rights

Claim up to 600€

The Process If You Claim with CLAIMFLIGHTS

If you let us claim on your behalf all you have to do is provide us with basic information (your flight number, the date of travel and your personal data) and sign a letter of authorization online. This can be done in 2 minutes and we take care of the rest.

You can even compare the fees with the other claim companies, and understand why you should claim with CLAIMFLIGHTS.

Flight Delay Compensation Claim Letter Template

Your Name: _____
Address: _____
Name of Airline: _____
Street and Street No.: _____
Postal Code and City: _____
Country: _____

The assertion of compensation claims according to Art. 7 Regulation (EC) No. 261/2004

Dear Sir/Madam,

I hereby claim compensation according to Art. 7 of Regulation (EC) No. 261/2004 for:

1. Your Name / Street / Postal Code / City

2. Name of other Passengers (for example your Wife/Husband or Children)

I claim compensation relating to flight (flight number) which I booked from (departure airport) to (arrival airport) on (booking date).

The flight was delayed for more than (delay time) hours OR canceled OR took place without me.

The problem was not based on exceptional circumstances or act of god.

Due to the delay of (flight delay time) hours and the flight distance between the airports, I have the right to be compensated by (value of € per passenger) Euros for each passenger.

I am writing this letter to request you to pay an amount of (value of € per passenger) Euros / Passenger for each passenger, which comes to a total amount of €/£ (total amount of compensation) immediately, but not later than 2 weeks from the date of this letter.

My bank account is

Bank: _____
IBAN: _____
Swift/BIC: _____

If I do not receive a response from you within the aforementioned deadline, I will seek immediate legal assistance.

With best regards,

Your Name: _____
Date: _____
Signature: _____