

# FLIGHT DELAY COMPENSATION LETTER

Passenger Name: \_\_\_\_\_ Booking Reference: \_\_\_\_\_

Flight Number: \_\_\_\_\_ Departure Airport: \_\_\_\_\_

Arrival Airport: \_\_\_\_\_ Scheduled Departure Time: \_\_\_\_\_

Scheduled Arrival Time: \_\_\_\_\_ Actual Arrival Time: \_\_\_\_\_

**Dear Sir or Madam,**

This letter serves as a formal request for compensation pursuant to the United States Department of Transportation regulations and applicable U.S. law concerning flight delays and cancellations. I am a passenger on the above-referenced flight and experienced a significant delay, adversely affecting my travel plans.

## **Flight Details and Delay Information:**

According to the flight information, the scheduled arrival time was delayed by more than three (3) hours without prior notification. Such delay constitutes eligibility for compensation under DOT regulations and airline policies.

## **Claim for Compensation:**

Pursuant to 14 CFR Part 259 and applicable U.S. law, I hereby request monetary compensation for the inconvenience, expenses, and damages suffered as a direct result of the flight delay. The compensation amount requested reflects the fare paid and the extent of the delay in arrival time.

## **Supporting Documentation:**

Enclosed or attached are copies of my boarding pass, ticket receipt, and any additional correspondence with the airline relating to this delay. Please consider this letter a formal notice of my claim under U.S. law and the airline's Contract of Carriage.

## **Request for Response and Resolution:**

I request your prompt review of this claim and a written response within a reasonable period consistent with U.S. Department of Transportation guidelines. Please provide confirmation of receipt of this claim and details of any further information required.

## **Acknowledgment of Rights and Remedies:**

Nothing in this letter waives any of my rights under federal or state law, including the right to pursue further legal remedies if this claim is not resolved satisfactorily. All rights and remedies available under applicable laws are expressly reserved.

## **Contact Information:**

Please address all correspondence regarding this claim to the following contact information: Address:

\_\_\_\_\_ Phone:

\_\_\_\_\_ Email:

\_\_\_\_\_

**Sincerely,**

\_\_\_\_\_  
Passenger Signature

\_\_\_\_\_  
Printed Name

**Passenger Signature**

**Airline Representative Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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