[First and last name]

[Postal address]

[Telephone number + email address]

[Company name]

[Company address]

[Place, date]

**Concerne** : flight cancellation - [Flight number, date, itinerary]

Dear Sir, Madam,

On [date to be specified], I was due to fly with [specify airline] from [specify place of departure] to [specify place of arrival].

Unfortunately, my flight was cancelled less than 14 days from the original departure date. I am therefore entitled to financial compensation. The amount of compensation is set by Article 7 of European Regulation 261/2004 and amounts to [calculate the amount of your compensation using our interactive tool available on our website: <https://www.cecluxembourg.lu/themes/voyages/flight-calculator/>].

OPTIONAL: I would also like to be compensated for any additional costs incurred as a result of this flight cancellation: [describe the costs incurred, e.g. one night's hotel or meal ticket].

I would therefore ask you to pay me the total amount of €[amount] within 14 days, using the payment reference ‘Flight cancellation compensation’. [Attach a copy of the necessary supporting documents].

Please find below my bank details for the payment:

IBAN : LUXX XXXX XXXX XXXX

BIC : XXXXXXXXX

Without payment within 14 days, I will not hesitate to contact the European Consumer Centre Luxembourg to assert my rights.

[Signature + Name]