[First and last name]

[Postal address]

[Telephone number + email address]

[Company name]

[Company address]

[Place, date]

**Subject** : [Flight number, date, itinerary] – rescheduled flight

Dear Sir, Madam,

On [date to be specified], I took a flight with [specify airline] from [specify place of departure] to [specify place of arrival] with flight number [XXX].

However, the flight schedule was changed 14 days before the departure date and I am therefore eligible for financial compensation.

Although my flight was originally scheduled to arrive at [arrival time stated on your booking confirmation], it ended up arriving at [actual arrival time], with the result that I reached my final destination [specify delay/early arrival].

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/>].\*

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]

NB : The amount of compensation is similar to that for a delayed flight, even if the flight leaves earlier than planned. In some cases, the amount of compensation will be reduced to 50%. Contact ECC Luxembourg for more details.