

[Airline Name]
[Airline Address]

Date: [Date of Letter]

Dear Sirs

I, [Client Name], write in order to make a claim for compensation pursuant to EC Regulation 261/2004 ("The Regulation") and this letter should be treated as my formal letter of claim.

My claim relates to flight number [Flight No.], which was scheduled to depart from [Departure Airport] on [Departure Date] at [Departure Time] hrs and arrive at [Arrival Airport] on [Arrival Date] at [Arrival Time] hrs. Unfortunately my flight was [cancelled at short notice][delayed by more than 3 hours].

The distance between these 2 airports is [Distance]km and in accordance with Article 7 of the Regulation I am claiming compensation of [Compensation Amount] for the following passengers; [List of Passengers].

We will accept £[Compensation Amount] (€[Compensation Amount] / €[Exchange Rate]), as per the Bank of England's spot rate on [Date of Exchange Rate]) on condition that payment is made within 28 days.

This claim relates solely to my claim for statutory compensation and any settlement achieved is strictly without prejudice to any other losses I may have incurred relating to this flight.

I anticipate receiving your full response with 28 days. If liability is denied or you do not respond at all then I reserve the right to issue court proceedings without further notice.

I have retained Bott and Co Solicitors Ltd ("Bott and Co") to advise me in relation to this claim. They have drafted this letter for me.

I would like any response, including payment to be sent C/o Bott and Co Solicitors Ltd, St Ann's House, Parsonage Green, Wilmslow, SK9 1HG. If payment is made by BACS then their relevant bank details are – Account Number: 17837360 and Sort Code: 30-13-90. Please ensure you quote my reference number: [Reference Number].

Please note that should you receive an email requesting you to change Bott and Co's bank details you must not respond to that email but you should contact them via another method immediately to confirm the veracity of the same.

Finally, please also note that I do not consent to my personal data (including contact or payment details) being used for the purpose of contacting or paying me directly in relation to this claim. Any consent that I am deemed to have previously provided in this regard is hereby withdrawn. If you proceed to use my data contrary to these intentions then I reserve the right to raise the matter with the ICO.

Yours faithfully

[Digital Signature Here]

[Lead Passenger Name]