

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
Transport for London
4th Floor, 14 A, Upper Ground
London SE1 9GL

Dear Sir/Madam,

Subject: Request for Oyster Card Refund

I am writing to request a refund for my Oyster card, which details are as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Name on Card: [Your Name]
- Last Top-Up Amount: [Amount]
- Date of Last Top-Up: [Date]

The reason for my refund request is [brief explanation of the reason, e.g., no longer required, card loss, etc.]. I have [enclosed/sent] a copy of my proof of purchase and any other relevant documentation to support my request.

Please process my refund at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]