

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

Customer Service Team  
Transport for London  
4th Floor, 14 Pier Walk  
London SE10 0ES

Subject: Oyster Card Renewal Request

Dear Sir/Madam,

I hope this message finds you well. I am writing to request the renewal of my Oyster Card, details of which are as follows:

- Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Expiry Date: [Expiry Date]

I would appreciate your assistance in processing this renewal at your earliest convenience. If any additional information is required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]