

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

Customer Service
Transport for London
14 A, 16th Floor
Eastbourne House
2, 26 Eastbourne Terrace
London, W2 6LG

Dear Customer Service Team,

Subject: Renewal Application for Oyster Card

I hope this letter finds you well. I am writing to request the renewal of my Oyster card, which is set to expire on [Expiration Date].

My current Oyster card number is [Oyster Card Number], and I have been using it for [duration of use, e.g., "over two years"] for my daily commuting needs.

To facilitate the renewal process, I have included the following details:

1. Full Name: [Your Full Name]
2. Date of Birth: [Your Date of Birth]
3. Address: [Your Full Address]
4. Contact Number: [Your Phone Number]
5. Email Address: [Your Email Address]

I kindly request your assistance in processing this renewal at your earliest convenience. Please let me know if any additional information or documentation is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]