

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

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

Dear Sir/Madam,

Subject: Oyster Card Renewal Application

I am writing to request the renewal of my Oyster card, which is set to expire soon. My card number is [Your Oyster Card Number].

Please find enclosed a copy of my identification and any other necessary documents required for the renewal process.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]