

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

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

Dear Sir/Madam,

Subject: Request for Oyster Card Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my Oyster Card, which is set to expire on [insert expiration date]. My Oyster Card number is [insert card number].

I have been a regular user of the Oyster Card for [insert duration], and it has been an essential part of my daily commute. I would appreciate your assistance in ensuring that my card remains active.

Please let me know if there are any forms or fees required for this renewal process. I am happy to provide any necessary information or documentation needed to facilitate this request.

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]