

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

Customer Services
Transport for London
4th Floor, 14 Ainsworth Road
London, NW3 2BG
Subject: Oyster Card Renewal Application
Dear Sir/Madam,

I am writing to request the renewal of my Oyster card. My card number is [Your Oyster Card Number], and it is set to expire on [Expiry Date]. Please find attached the necessary documents for the renewal process. Thank you for your assistance. I look forward to your prompt response.
Yours sincerely,
[Your Name]