

[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 due to expire on [Expiration Date]. My current Oyster card number is [Oyster Card Number].

I would like to continue using my Oyster card for my daily commutes and thus request the renewal at your earliest convenience.

Please find attached any required documents, including [list any documents if applicable, e.g., proof of identity, photo, etc.].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]