

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

Customer Service Team  
Transport for London  
16 Upper Ground  
London, SE1 9GL

Subject: Oyster Card Renewal Request

Dear Customer Service Team,

I hope this letter finds you well. I am writing to 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 greatly benefited from using this card for my daily commuting and would like to continue using it.

Please let me know the steps I need to take to ensure its renewal. If any further information or documentation is required, feel free to contact me at my email address or phone number listed above.

Thank you for your assistance.

Sincerely,  
[Your Name]