

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

Customer Services  
Transport for London  
14 Windsor Terrace  
London  
SE18 6HQ

Dear Sir/Madam,

Subject: Oyster Card Renewal Request

I am writing to request the renewal of my Oyster card, which is due to expire on [expiry date]. My Oyster card number is [Oyster card number]. Please find attached any necessary documentation required for the renewal process. I appreciate your assistance in this matter and look forward to receiving my renewed card at your earliest convenience.

Thank you for your attention to this request.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Oyster Card Number]