

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

Customer Service Team
Transport for London
[Office Address]

[City, State, Zip Code]

Dear Customer Service Team,
Subject: Renewal of Oyster Card

I hope this message finds you well. I am writing to request the renewal of my Oyster Card (Card Number: [Your Card Number]) which is set to expire on [Expiration Date].

Please find attached a copy of my identification and any required documents for verification purposes.

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]