

[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: Request for Oyster Card Renewal

I am writing to request the renewal of my Oyster card, which is set to expire on [expiry date]. My Oyster card number is [Oyster card number]. I have been a regular user of the Oyster card for [duration of use] and would like to continue using it for my daily commute. Please let me know if there are any forms or additional information required to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]