

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

Customer Service
Transport for London
P.O. Box 211
Sheffield
S98 1BF

Subject: Oyster Card Renewal Request

Dear Customer Service,

I hope this message finds you well.

I am writing to request the renewal of my Oyster Card (Card Number: [Your Card Number]). My card is set to expire on [Expiration Date], and I would like to ensure that I continue to have access to travel across London without interruption.

Please let me know if any additional information is required to facilitate this process. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]