

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

Transport for London
PO Box 68783
London
SW1P 9RA

Subject: Oyster Card Renewal Request

Dear Sir/Madam,

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]. I have been using my Oyster card for my daily commute and appreciate the convenience it provides. Please let me know the necessary steps to complete the renewal process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Contact Information]