

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

Dear [Recipient Name],

Subject: Oyster Card Renewal Request

I hope this letter finds you well. I am writing to request the renewal of my Oyster card, which is set to expire on [expiration date].

My card number is [card number], and I have been a regular user since [initial purchase date]. I would like to continue using the Oyster card for my commuting needs.

Please let me know what steps I need to follow to successfully renew my Oyster card. If there are any forms to fill out or fees to be paid, kindly provide me with the details.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]