

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

Customer Service Team
Transport for London
[Address]

[City, State, Zip Code]

Subject: Cancellation of Oyster Card

Dear Customer Service Team,

I am writing to formally request the cancellation of my Oyster Card.

Below are the details of the card:

- Oyster Card Number: [Insert Card Number]
- Registered Name: [Your Name]
- Registered Address: [Your Address]

I would appreciate it if you could process this cancellation at your earliest convenience and confirm the action taken. If there are any necessary steps that I need to follow or additional information required, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]