

[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

Subject: Cancellation of Oyster Card

Dear Sir/Madam,

I am writing to request the cancellation of my Oyster Card with the card number [Your Card Number].

Due to [reason for cancellation, e.g., loss, transfer to another payment method, etc.], I would like to close my account and stop any further transactions associated with this card.

Please confirm the cancellation at your earliest convenience and ensure that any remaining balance is refunded to my account.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]