

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

Customer Service
Transport for London
4th Floor, 14 Aylesbury Street
London, EC1R 0DP

Subject: Termination of Oyster Card

Dear Customer Service Team,

I am writing to formally request the termination of my Oyster Card associated with the following details:

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

Please confirm the cancellation of my Oyster Card and any final balance refund, if applicable. I appreciate your assistance in this matter.

Thank you for your attention.

Sincerely,
[Your Name]