

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

Customer Service

[Transport for London/Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Oyster Card Cancellation

Dear Customer Service,

I am writing to request the cancellation of my Oyster card (Card Number: [Your Oyster Card Number]). Due to [reason for cancellation, e.g., relocation, no longer using public transport, etc.], I no longer require the card and would like to terminate my account.

Please confirm the cancellation of my Oyster card and any remaining balance refund details.

Thank you for your assistance.

Sincerely,  
[Your Name]