

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

Customer Service  
Transport for London  
4th Floor, 14 Windsor Place  
W1C 1AA

Subject: Cancellation of Oyster Card

Dear Sir/Madam,

I am writing to request the cancellation of my Oyster Card. Below are the relevant details:

- Name: [Your Name]
- Oyster Card Number: [Your Oyster Card Number]
- Reason for Cancellation: [Brief Explanation]

I would appreciate confirmation of the cancellation at your earliest convenience. Please let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]