

[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

Dear Sir/Madam,

Subject: Request for Oyster Card Cancellation

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

Due to [brief reason for cancellation, e.g., "relocation", "discontinuation of travel", etc.], I no longer require the use of this card.

Please confirm the cancellation of my Oyster card and let me know if any further action is required from my side.

Thank you for your assistance.

Sincerely,  
[Your Name]