

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

Customer Service
Transport for London
4th Floor, 14 Duncan Street
London, N1 8AL

Dear Sir/Madam,

Subject: Cancellation of Oyster Card

I am writing to request the cancellation of my Oyster card, which is registered under the name [Your Full Name] and the card number [Card Number].

Please confirm the cancellation of my card and any applicable refund for the remaining balance. If you require further information or documentation, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]