

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

Customer Service

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Cancellation of Oyster Card - [Card Number]

Dear Customer Service,

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

The reason for this cancellation is [briefly explain your reason if you wish, e.g., no longer using public transport, lost card, etc.].

Please confirm the cancellation and let me know if there are any further steps required on my part. I would appreciate a written acknowledgment of this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]