

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 request the cancellation of my Oyster card, the details of which are as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Name on the Card: [Your Name]
- Address Associated with the Card: [Your Address]

Please process my cancellation effective immediately. I understand that any remaining balance on my card should be refunded to me, and I would appreciate guidance on how to receive this refund.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]