

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

Customer Service
Transport for London
14 A, 2nd Floor, 4--12, St. George's Road
London, SE1 6EB

Subject: Oyster Card Cancellation Request

Dear Customer Service Team,

I am writing to formally request the cancellation of my Oyster card, which is registered under my name. Below are the relevant details regarding my Oyster card:

- Full Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Contact Information: [Your Phone Number / Email Address]

Please process my cancellation at your earliest convenience and confirm the cancellation via email or by letter.

Thank you for your assistance.

Sincerely,
[Your Name]