

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

Customer Service

Transport for London

[Address of Transport for London]

[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Closure

I hope this message finds you well. I am writing to formally request the closure of my Oyster card account. Below are the details pertaining to my account:

- Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Date of Birth: [Your Date of Birth]
- Address Associated with the Card: [Your Address]

I would appreciate your assistance in processing this request at your earliest convenience. Please confirm the closure of my account and inform me of any necessary steps I need to take.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]