

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

Customer Services
Transport for London
4th Floor, 14 A, Palestra
197 Blackfriars Road
London SE1 8NJ

Subject: Request for Cancellation of Oyster Card

Dear Sir/Madam,

I am writing to request the cancellation of my Oyster card with the following details:

- Oyster Card Number: [Your Oyster Card Number]
- Name on Card: [Your Name]
- Date of Birth: [Your Date of Birth]

Due to [reason for cancellation, e.g., relocation, loss of card, etc.], I wish to cancel my Oyster card. Please process my request at your earliest convenience.

I would appreciate confirmation of the cancellation and details regarding any remaining balance on the card.

Thank you for your assistance.

Sincerely,
[Your Name]