

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

Customer Service
Transport for London
4th Floor, 14 Pier Walk
London SE10 0ES

Dear Sir/Madam,

Subject: Cancellation of Oyster Card

I am writing to request the cancellation of my Oyster card, which has the number [Your Oyster Card Number]. Please process the cancellation effective immediately.

I would appreciate a confirmation of the cancellation at your earliest convenience. Thank you for your assistance.

Sincerely,
[Your Name]