

[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: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster card (Card Number: [your card number]). Due to [brief reason for cancellation, e.g., relocation, change in travel needs, etc.], I no longer require this card. I kindly ask that you process this cancellation at your earliest convenience. Please confirm the cancellation and any further steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]