

[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

Subject: Refund Request for Oyster Card

Dear Sir/Madam,

I am writing to request a refund for my Oyster card (Card Number: [Your Oyster Card Number]) due to [brief reason for refund request, e.g., "a change in my travel circumstances" or "the card being lost/stolen"].

I have attached the necessary documentation to support my request, including [list any documents, e.g., "purchase receipt," "police report for a stolen card," etc.].

According to your refund policy, I understand that I am entitled to receive a full refund of the balance remaining on my card. I kindly request that you process my refund at your earliest convenience.

If you need any further information, please do not hesitate to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]