

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Transit Authority/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Renewal of Oyster Card

I hope this letter finds you well. I am writing to request the renewal of my Oyster Card, which is due to expire on [Expiration Date]. My account details are as follows:

- Name: [Your Full Name]

- Oyster Card Number: [Your Oyster Card Number]

I would appreciate it if you could assist me in the renewal process and ensure that my card remains active for continued travel. Please let me know if there are any forms or additional information needed from my end. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]