

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

Customer Service

Transport for London

[Company Address]  
[City, State, Zip Code]

Subject: Oyster Card Renewal Request

Dear Customer Service,

I am writing to request the renewal of my Oyster card. My card number is [Your Oyster Card Number], and it is set to expire on [Expiration Date]. I have been a regular user of the Oyster card and would like to continue using it for my travel needs. Please let me know the procedures involved in renewing my card and any necessary documentation you may require from my side.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]