

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

Customer Service
Transport for London

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

Dear Customer Service Team,
Subject: Oyster Card Renewal Request

I am writing to request the renewal of my Oyster card, which is due to expire on [expiration date]. My Oyster card number is [card number]. I have been using my Oyster card regularly for commuting and would like to continue using it without interruption. Please let me know if you require any additional information or documentation to process my renewal request.

Thank you for your assistance.

Sincerely,
[Your Name]