

[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: Oyster Card Renewal Request

Dear Customer Service Team,

I hope this message finds you well. I am writing to request the renewal of my Oyster Card, which is set to expire on [Expiration Date].

My Oyster Card details are as follows:

- Card Number: [Your Oyster Card Number]
- Name: [Your Full Name]

I would appreciate your guidance on the renewal process and any necessary steps I need to complete. Please let me know if you require any additional information.

Thank you for your assistance.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]