

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

Customer Service  
Transport for London  
[Address]  
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Oyster Card Renewal Request

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].

Here are the details of my Oyster Card:

- Card Number: [your card number]
- Name: [your full name]
- Date of Birth: [your date of birth]

I would like to ensure that my travel arrangements remain uninterrupted, so I request the renewal to be processed at your earliest convenience. If there are any forms or fees required for the renewal, please let me know how to proceed.

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

Sincerely,  
[Your Name]