

[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 Sir/Madam,

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 number is [Oyster Card Number].

Please let me know if there are any required steps or additional information needed to process my request.

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

Sincerely,

[Your Name]