

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

Customer Service

Transport for London

[Address of Transport for London]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Oyster Card Renewal Request

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

I have been utilizing this card for my daily commutes and would like to continue using it without interruption. Please let me know the necessary steps to renew my card at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title (if applicable)]