

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

Transport for London
Oyster Card Customer Services
[Address]

[City, State, Zip Code]

Dear Customer Services,

Subject: Oyster Card Renewal Request

I am writing to request the renewal of my Oyster Card. My current Oyster Card number is [Your Oyster Card Number], and it is set to expire on [Expiration Date].

Please provide me with the necessary steps to renew my Oyster Card or any forms that I may need to complete.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]