

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

Customer Service  
Transport for London  
14 A, 16-22 Tilling Road  
London, NW2 1LQ

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, which is due to expire on [expiration date]. My card number is [card number].

I would like to continue using my Oyster card for my daily travels and prefer to have it renewed at your earliest convenience. Please find enclosed any necessary documents and payment details required for the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]