

[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

Dear Sir/Madam,

Subject: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster card, which is linked to the account number [Your Account Number] and card number [Your Oyster Card Number].

Due to [brief explanation of your reason for cancellation, e.g., relocation, change in travel habits, etc.], I no longer require the use of my Oyster card.

Please confirm the cancellation of my card and any final details regarding my account balance. I would appreciate any information on whether my remaining balance can be refunded.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]