

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

Customer Service  
Transport for London  
14 Windsor House  
40-50 Victoria Street  
London SW1H 0TL

Dear Sir/Madam,

Subject: Cancellation of Oyster Card

I am writing to request the cancellation of my Oyster card (Card Number: [Your Card Number]). Due to [reason for cancellation, e.g., change of residence, change in travel needs], I no longer require the card.

Please confirm the cancellation and any applicable refund process at your earliest convenience.

Thank you for your assistance.

Yours faithfully,

[Your Signature (if sending a hard copy)]

[Your Printed Name]