

[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

Subject: Request for Oyster Card Cancellation

Dear Sir/Madam,

I am writing to formally request the cancellation of my Oyster card.

Below are the necessary details regarding my card:

- Card number: [Your Oyster Card Number]
- Name on card: [Your Name]
- Address associated with the account: [Your Address]

Please process the cancellation at your earliest convenience and confirm the cancellation in writing. If there are any outstanding balances or refund processes necessary, kindly inform me of the steps to follow.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]