

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

Customer Services

[Transport for London Address]  
[City, State, Zip Code]

Subject: Oyster Card Cancellation Request

Dear Customer Services,

I am writing to request the cancellation of my Oyster card. Below are the details of my card:

- Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Address Registered with Oyster Card: [Your Address]

I would appreciate confirmation of the cancellation as well as guidance on any further steps to take.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending by post)]  
[Your Name]