

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

Customer Services
Transport for London
14 Windsor Street
London
SE1 9GF

Subject: Oyster Card Cancellation Request

Dear Customer Services,

I am writing to request the cancellation of my Oyster Card, which is registered under the name [Your Name] and the card number [Your Oyster Card Number].

The details of my Oyster Card are as follows:

- Name: [Your Name]
- Card Number: [Your Oyster Card Number]
- Date of Birth: [Your Date of Birth]

Please cancel the card effective immediately and confirm the cancellation by sending me a confirmation email or letter at your earliest convenience.

If there are any outstanding balance refunds, please let me know how that will be processed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]