

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

Transport Authority  
[Authority's Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Cancellation of Oyster Card

I am writing to formally request the cancellation of my Oyster card, numbered [Your Oyster Card Number]. Due to [reason for cancellation, e.g., change of residence, lack of use, etc.], I no longer require this card.

Please confirm the cancellation and let me know if there are any further steps I need to take. If there are any remaining funds on the card, I would appreciate instructions on how to request a refund.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]