

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

Customer Service
Transport for London
4th Floor, 14/22 Wells Street
London
W1T 3PZ

Subject: Oyster Card Cancellation Request

Dear Customer Service Team,

I am writing to formally request the cancellation of my Oyster card associated with the following details:

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

Please process the cancellation effective immediately. I would appreciate confirmation of the cancellation and details regarding any remaining balance on my card.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]