

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

Customer Service  
Transport for London  
4th Floor, 14 A, 14th Floor,  
Castrol House,  
Baker Street,  
London, NW1 6AT

Dear Sir/Madam,

Subject: Oyster Card Cancellation Request

I am writing to request the cancellation of my Oyster card with the number [Your Oyster Card Number]. Due to [brief reason for cancellation], I no longer require the card.

Please confirm the cancellation of my Oyster card and let me know if any further action is needed on my part. If there are any remaining balances or refund processes, I would appreciate your guidance on how to proceed. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]