

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

Customer Services
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Customer Services,

Subject: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster card, with the card number [insert card number here]. Due to [briefly state reason for cancellation, e.g., change in travel habits, moving out of the area], I no longer require the use of this card.

Please confirm the cancellation of my card at your earliest convenience. I would appreciate guidance on any potential refund for any remaining balance on the card.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]