

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

Customer Service Team  
Transport for London (TfL)  
[Address of TfL Customer Service]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster card.

Below are the details associated with my card:

- Name: [Your Name]
- Oyster Card Number: [Your Oyster Card Number]
- Address associated with the card: [Your Address]

The reason for my cancellation is [briefly state your reason, e.g., "I no longer require the card" or "I have switched to another payment method"].

I would appreciate it if you could confirm the cancellation of my Oyster card and provide details regarding any final balances or refunds that may be applicable.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]