

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

Customer Relations
Transport for London
14 Panton Street
London
SW1Y 4BJ

Subject: Request for Oyster Card Refund

Dear Customer Relations Team,

I am writing to formally request a refund for my Oyster card, as its balance is no longer needed. Below are the details pertaining to my request:

- Oyster Card Number: [Your Oyster Card Number]
- Balance Amount: [Amount]
- Reason for Refund: [Brief explanation of the reason for refund]

I have enclosed copies of my Oyster card and any relevant transaction details. Please process my request at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]