

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

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

Dear Sir/Madam,

Subject: Request for Oyster Card Refund

I am writing to request a refund for my Oyster card, [Oyster Card Number], which I have not used for an extended period of time.

Details of my Oyster card are as follows:

- Name: [Your Name]
- Oyster Card Number: [Oyster Card Number]
- Balance: [Current Balance]
- Last Used Date: [Last Date Used]

I would appreciate your assistance in processing this refund at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this request.

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

Yours sincerely,

[Your Name]