

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

Transportation for London (TfL)
Customer Services
[Address of TfL]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Refund

I am writing to request a refund for my Oyster card, which has the number [Oyster Card Number]. Due to [reason for refund, e.g., loss, cancellation, etc.], I am unable to use the card and would like to receive a refund of the remaining balance.

Enclosed with this letter, you will find a copy of my Oyster card and any necessary supporting documents as evidence.

I appreciate your assistance and look forward to your prompt response regarding my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]