

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

Customer Service
Transport for London
4th Floor, 14S
55 Broadway
London, SW1H 0BD

Subject: Request for Refund of Oyster Card Balance

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request a refund for the remaining balance on my Oyster card.

- **Oyster Card Number**: [Your Oyster Card Number]

- **Balance Amount**: [Amount to be refunded]

- **Date of Last Use**: [Last date you used the card]

The reason for my request is [brief explanation, e.g., "I no longer require the card as I have moved out of London" or "I no longer travel frequently enough to justify keeping the card"].

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

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)]