

[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

Subject: Oyster Card Refund Request

Dear Customer Service Team,

I am writing to request a refund for my Oyster card, [insert Oyster card number], which I no longer require. I would like to request the balance of [insert amount] to be refunded to my account.

Please find the details of my request below:

- Name: [Your Name]
- Oyster Card Number: [insert Oyster card number]
- Refund Amount: [insert amount]
- Reason for Refund: [brief explanation]

I have attached a copy of my Oyster card and any relevant documentation to support my request.

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

Yours sincerely,

[Your Name]