

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

Customer Services
Transport for London
4th Floor, 14 Windsor Street
London, SE11 7NX

Dear Sir/Madam,

Subject: Request for Oyster Card Refund

I am writing to formally request a refund for my Oyster card (Card Number: [Insert Card Number]) due to [reason for refund request, e.g., loss, unused balance, etc.].

Details of the transactions are as follows:

- Date of Purchase: [Insert Date]
- Amount Charged: [Insert Amount]
- Transaction Reference Number: [Insert Reference Number]

I have attached the necessary documents to support my claim, including [list any attached documents, e.g., proof of purchase, identification].

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Yours sincerely,

[Your Name]