

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

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

Dear Sir/Madam,

Subject: Application for Oyster Card Refund

I am writing to request a refund for my Oyster card with the number [insert card number]. Due to [briefly explain reason for the refund request, e.g., loss, cancellation, or account closure], I am unable to continue using the card.

Please find attached the necessary documents to support my claim, including [list any attachments, such as proof of purchase, identification, etc.].

I would appreciate your prompt attention to this matter and look forward to your response. If you require any further information, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]