

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

Customer Service
Transport for London
4th Floor, 14 Windsor Place
Cardiff, CF10 3SZ
Subject: Request for Oyster Card Refund

Dear Sir/Madam,

I am writing to request a refund for my Oyster card, [insert card number], which I no longer require.

Details of the card are as follows:

- Card Number: [insert card number]
- Amount to be refunded: [insert amount, if known]
- Reason for refund: [brief explanation, e.g., "Card lost," "Card expired," or "No longer needed."]

I have attached a copy of the card and any related documentation to support my request.

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]