

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

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

Dear Sir/Madam,

Subject: Oyster Card Refund Application

I am writing to request a refund for my Oyster card with the number [Oyster Card Number]. Due to [reason for refund, e.g., loss, unused balance], I would like to initiate the refund process.

Details of my Oyster card are as follows:

- Card Number: [Oyster Card Number]
- Name on Card: [Your Name]
- Balance Remaining: [Amount]
- Date of Card Purchase: [Purchase Date]

I have attached [any supporting documents, e.g., receipt, proof of ID] for your reference.

Please let me know if you require any further information to process my refund. I look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,

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