

Subject: Request for Oyster Card Refund

Dear [Recipient's Name/Customer Service Team],

I hope this message finds you well. I am writing to request a refund for my Oyster card ([insert card number]) that was purchased on [purchase date]. Due to [reason for refund, e.g., travel changes, card loss], I am unable to use the card as intended.

Please find the necessary details below:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Card Number: [Insert Card Number]
- Purchase Date: [Insert Date]
- Amount for Refund: [Insert Amount]

I would appreciate your assistance in processing this refund at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]

[Your Email Address]