

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

Customer Service
Transport for London
PO Box 100
Darlington
DL1 9XZ

Dear Sir/Madam,

Subject: Inquiry Regarding Oyster Card Refund

I hope this message finds you well. I am writing to inquire about the refund process for my Oyster Card.

My details are as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Name on the Card: [Your Full Name]
- Date of Purchase: [Purchase Date]

I would like to request a refund for the remaining balance on my card, as I am no longer using it. Please provide me with the necessary steps to initiate this refund process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]