

[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

Subject: Request for Oyster Card Refund

Dear Sir/Madam,

I am writing to request a refund for my Oyster card [Oyster Card Number].

Details of the Oyster Card:

- Cardholder Name: [Your Name]
- Card Number: [Oyster Card Number]
- Reason for Refund: [Provide reason, e.g., "Card lost," "Card no longer needed"]

Please find attached [any relevant documents, e.g., proof of purchase, etc.].

I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]