

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

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

Subject: Request for Oyster Card Refund

Dear Customer Service Team,

I am writing to request a refund for my Oyster Card.

****Details of the Oyster Card:****

- Card Number: [Your Oyster Card Number]
- Issue Date: [Date of Issue]
- Balance Remaining: [Amount]

****Reason for Refund:****

[Brief explanation of the reason for requesting a refund, e.g., card lost, no longer needed, etc.]

Please find attached any necessary documentation to support my request (e.g., proof of balance, cancellation notice, etc.).

I would appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]