

[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

Dear Sir/Madam,

Subject: Refund Request for Oyster Card

I am writing to request a refund for my Oyster card, which I believe is eligible for a refund based on your policies.

Details of my Oyster card are as follows:

- Card Number: [Oyster Card Number]
- Name on Card: [Your Name]
- Date of Purchase: [Purchase Date]
- Amount to be Refunded: [Amount]

Please find enclosed copies of all relevant documentation, including my Oyster card and proof of purchase.

I would appreciate your assistance in processing my refund at your earliest convenience. Should you require any further information, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]