

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

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

Subject: Request for Oyster Card Refund

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a refund for my Oyster card, number [Oyster Card Number]. Due to [brief explanation of the reason, e.g., "my recent relocation" or "a change in my travel plans"], I no longer require the use of the card.

The card currently has a remaining balance of [amount in GBP]. I would appreciate it if you could process the refund to my bank account or send a cheque at your earliest convenience.

Attached to this letter, you will find copies of the following documents:

1. A copy of my Oyster card
2. Proof of identification (e.g., passport/driving license)
3. Any other relevant documents

Thank you for your assistance in this matter. Please let me know if you need any further information. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]