

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

Customer Service Team
Transport for London
14 Windsor House
42-50 Victoria Street
London, SW1H 0TL

Dear Customer Service Team,
Subject: Request for Oyster Card Refund

I am writing to formally request a refund for my Oyster card, associated with the number [insert Oyster card number]. Due to [briefly explain reason for refund, e.g., an unforeseen circumstance, such as travel plans being canceled], I no longer require the funds on my card.

According to the guidelines provided by Transport for London, I understand that I am eligible for a refund for the remaining balance. I kindly request that you process this refund at your earliest convenience. Please find enclosed a copy of my Oyster card and any necessary documentation regarding my account.

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

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]