

[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: Oyster Card Refund Request

Dear Customer Services,

I am writing to request a refund for my Oyster card, [Oyster Card Number], which I no longer require.

Details of the card:

- Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Last Travel Date: [Date of Last Use]
- Reason for Refund: [Brief Explanation]

I understand there may be terms and conditions regarding refunds and I believe I am eligible as I have not used the card for any travel in the past [time period].

Please find attached a copy of my Oyster card and any other required documents.

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]