

**\*\*Oyster Card Refund Request Template\*\***

[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: Request for Refund of Oyster Card

Dear Sir/Madam,

I am writing to request a refund for my Oyster card [Card Number] that is no longer needed.

Details of my card are as follows:

- Card Number: [insert card number]
- Name: [insert your name]
- Address associated with the card: [insert address]
- Initial Balance: [insert initial balance if applicable]
- Remaining Balance: [insert remaining balance if applicable]

I have enclosed any supporting documents as required for the refund process.

Please let me know if you require any further information to process my request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]