

[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: Request for Oyster Card Refund

I am writing to formally request a refund for my Oyster Card with the number [insert card number]. Due to [briefly explain reason for refund, e.g., card loss, closure of account], I am unable to continue using the card and would like to retrieve the remaining balance.

Please find enclosed [any supporting documents, e.g., a copy of your card, proof of identity, etc.].

I would appreciate your prompt attention to this matter and kindly request that you process the refund at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]