

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Oyster Card Invalidation Notice  
I am writing to inform you regarding the invalidation of my Oyster Card  
(Card Number: [XXXXXX]).  
Due to [reason for invalidation, e.g., expired card, fraudulent  
activity], I have been notified that my card is no longer valid for use.  
I kindly request clarification on the subsequent steps I need to take to  
resolve this issue, including options for appeal or replacement.  
Please find attached any supporting documentation pertaining to this  
matter.  
Thank you for your attention to this issue. I look forward to your prompt  
response.  
Sincerely,  
[Your Name]  
[Signature (if sending a hard copy)]