

[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 Customer Services,

Subject: Request for Renewal of Accessible Oyster Card

I hope this letter finds you well. I am writing to request the renewal of my Accessible Oyster Card, which is due to expire on [expiry date]. My card number is [card number].

Due to my circumstances as a [describe your accessibility needs], I rely on the Accessible Oyster Card to facilitate my travel across London. Please find attached the necessary documentation to support my renewal request, including [list any attachments, e.g., proof of disability, current card copy].

I would appreciate your prompt attention to this request and look forward to your confirmation regarding the renewal process.

Thank you for your assistance.

Sincerely,

[Your Name]