

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

Customer Service
Transport for London
14 Aileys Lane
Wembley
HA9 0NP

Dear Customer Service Team,
Subject: Oyster Card Renewal Submission

I am writing to formally request the renewal of my Oyster Card, which is set to expire on [expiration date]. My Oyster Card number is [Oyster Card number].

Enclosed with this letter are all the necessary documents as required for the renewal process, including:

- A copy of my current Oyster Card
- Proof of identity (e.g., passport, driver's license)
- Proof of address (e.g., utility bill, bank statement)

Please confirm the receipt of my renewal application and provide any additional instructions if required.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]