

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Team
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Customer Service Team,
Subject: Oyster Card Renewal Request

I hope this letter finds you well. I am writing to formally request the renewal of my Oyster Card, which is set to expire shortly. My current Oyster Card number is [Your Oyster Card Number]. Due to [brief reason for needing renewal, e.g., frequent travel for work, ongoing commute, etc.], I rely heavily on my Oyster Card for transportation within London. I kindly ask that you process the renewal at your earliest convenience to avoid any interruption to my travel needs.

Enclosed with this letter, you will find a copy of my current Oyster Card and any necessary forms or identification required for the renewal process. Please let me know if you need any further information or documentation.

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

Warm regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Oyster Card Number]
[Optional: Any additional information]