

[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,

I am writing to request the renewal of my Oyster card, which is due to expire soon. My Oyster card number is [Oyster Card Number].

Please find enclosed any necessary documentation for the renewal process.

I would appreciate your assistance in renewing my card at your earliest convenience.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]