

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

Customer Service
Transport for London
[Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Oyster Card Renewal

I am writing to request the renewal of my Oyster Card, which is due to expire on [expiry date]. My Oyster Card number is [insert card number]. I have been using the Oyster Card for [duration you've had the card] and have found it to be an essential part of my daily commute. I would like to continue using it, so I kindly ask you to process my renewal at your earliest convenience.

Enclosed with this letter are copies of the necessary documents, including [list any documents included, e.g., proof of identity, address].

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

Sincerely,
[Your Name]