

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

Customer Service

Transport for London

[Address]
[City, State, Zip Code]

Subject: Oyster Card Renewal Request

Dear Sir/Madam,

I am writing to request the renewal of my Oyster card. My current card number is [Your Oyster Card Number], and it is set to expire on [Expiration Date].

Please find the details necessary for the renewal process:

- Name: [Your Full Name]
- Address: [Your Full Address]
- Date of Birth: [Your Date of Birth]
- Contact Number: [Your Phone Number]

I would appreciate your prompt attention to this matter, as I rely on my Oyster card for daily commuting.

Thank you for your assistance.

Sincerely,
[Your Name]