

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

Customer Services
Transport for London
4th Floor, 14 Canning Road
London, NW10 7AQ

Dear Customer Services,

Subject: Oyster Card Renewal Request

I hope this letter finds you well. I am writing to request the renewal of my Oyster card, which is essential for my daily commute in London. My current Oyster card number is [Your Oyster Card Number], and it is set to expire on [Expiration Date]. I would like to ensure a seamless continuation of my travel.

Please find enclosed the necessary documents for my renewal request:

1. [List of enclosed documents, e.g., copy of ID, proof of address, etc.]
2. [Any additional information pertinent to the renewal]

I appreciate your assistance with this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]