

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

[Date]  
[Recipient Name or Customer Service]

Transport for London

[Address if applicable]  
[City, State, ZIP Code]

Dear [Recipient Name or "Customer Service"],

Subject: Renewal of Oyster Card

I hope this message finds you well. I am writing to request the renewal of my Oyster card [insert card number if available], which is due to expire on [insert expiry date].

Please let me know the necessary steps to complete this renewal process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]