

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

Customer Service Team
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Sir/Madam,

Subject: Application for Oyster Card Renewal

I hope this letter finds you well. I am writing to request the renewal of my Oyster card, which is due to expire on [expiration date]. My current Oyster card number is [card number].

I have been using my Oyster card regularly for travel, and I would appreciate your assistance in renewing it at your earliest convenience. Please find attached any necessary documentation required for the renewal process.

If there are any fees or additional information needed from my side, do not hesitate to reach out via my contact details above.

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

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]