

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

Customer Services

[Transport for London/Relevant Authority]  
[Address]  
[City, State, ZIP Code]

Subject: Oyster Card Renewal Request

Dear Sir/Madam,

I am writing to request the renewal of my Oyster Card with the following details:

- Oyster Card Number: [Your Oyster Card Number]
- Expiration Date: [Expiration Date]

I would like to continue using my Oyster Card for public transport within London and would appreciate your assistance in processing this renewal. Please let me know if you require any additional information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Signature (if sending by post)]