

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

Customer Service

[Transport for London/Oyster Card Customer Service]
[Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Renewal

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

I have consistently used my Oyster card for travel across London, and I would like to continue benefiting from the convenience it offers. Please let me know the necessary steps to ensure my card is renewed without interruption.

Enclosed are copies of my identification and any required documents for your review.

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

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]
[Optional: Your Oyster Card Account Number]