

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

Transport for London
Oyster Customer Services
PO Box 68784
London SW1P 9AN

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 Oyster card, which is due to expire on [expiry date].

My Oyster card number is [Oyster card number]. I have been a regular user of the card, and I appreciate the convenience it provides in my daily commutes.

Please find attached a copy of my identification and any necessary documents for your reference. I would be grateful if you could process my renewal at your earliest convenience.

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

Sincerely,

[Your Name]