

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

Customer Service
Transport for London
4th Floor, 14-16 Cowcross Street
London EC1M 6DR

Dear Sir/Madam,

Subject: Oyster Card Renewal Request

I am writing to request the renewal of my Oyster card. My card number is [Your Oyster Card Number], and it is due to expire on [Expiration Date]. Please let me know if you require any additional information or documents for this process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]