

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

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the renewal of my Oyster card. My card number is

[Your Oyster Card Number].

Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]