

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

Oyster Card Customer Service  
Transport for London  
4 Havelock Place  
London, NW1 0AZ

Dear Sir/Madam,

I am writing to request the renewal of my Oyster Card. My card number is  
[Your Oyster Card Number].

Please inform me of any necessary steps or documentation required for the  
renewal process. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Phone Number]