

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

Customer Service Team  
Transport for London  
4th Floor, 14 Pier Walk  
London, SE10 0ES

Subject: Renewal of Oyster Card

Dear Customer Service Team,

I hope this message finds you well. I am writing to request the renewal of my Oyster card, which is due to expire on [expiry date].

Card Details:

- Oyster Card Number: [Your Oyster Card Number]
- Current Balance: [Current Balance]

I would appreciate your assistance in renewing my card at your earliest convenience. Please let me know if any further information or documentation is required.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]