

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

Customer Service

Transport for London

[Office Address]

[City, State, Zip Code]

Subject: Cancellation Request for Oyster Card

Dear Customer Service,

I am writing to formally request the cancellation of my Oyster Card.

Below are my card details for your reference:

- Name: [Your Full Name]
- Oyster Card Number: [Your Oyster Card Number]
- Date of Birth: [Your Date of Birth]

Please process the cancellation and confirm once it has been completed.

Additionally, I would like to inquire about any potential refunds related to my remaining balance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]