

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

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

Subject: Request for Oyster Card Cancellation

Dear Customer Services,

I am writing to request the cancellation of my Oyster Card with the number [Your Oyster Card Number].

Please find my details below:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Reason for Cancellation: [Your Reason for Cancellation]

I would like to request the refund of any remaining balance on my Oyster Card. Please let me know the process for this.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]