

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

Customer Service

Transport for London

[Address]
[City, State, Zip Code]

Subject: Oyster Card Cancellation Request

Dear Customer Service,

I hope this message finds you well.

I am writing to request the cancellation of my Oyster card, the details of which are as follows:

- Oyster Card Number: [Your Card Number]
- Name on Card: [Your Name]

Please process my cancellation request at your earliest convenience. I would appreciate a confirmation once my request has been successfully completed.

Thank you for your assistance.

Sincerely,
[Your Name]