

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

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

Dear Sir/Madam,

Subject: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster Card. The details of the card are as follows:

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

I would appreciate it if you could confirm the cancellation and inform me about any final steps that may be required.

Thank you for your assistance in this matter.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]