

[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, details of which are as follows:

Oyster Card Number: [Your Oyster Card Number]

Name Registered on the Card: [Your Name]

Date of Birth: [Your Date of Birth]

Please process this cancellation at your earliest convenience. I would like to confirm that any remaining balance on my card should be refunded to me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]