

[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: Cancellation of Oyster Card

Dear Sir/Madam,

I am writing to request the cancellation of my Oyster card. Below are the details of my card:

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

I would appreciate your assistance in closing my account associated with this card and processing any necessary refund. Please confirm the cancellation and inform me if any further actions are required on my part.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]