

[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 Customer Service Team,
Subject: Request for Oyster Card Cancellation

I hope this letter finds you well.

I am writing to formally request the cancellation of my Oyster card that is linked to my account. The details of my card are as follows:

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

I would appreciate it if you could process this cancellation promptly.

Additionally, please inform me of any necessary steps I need to take or any outstanding balances associated with the card.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]