

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Transport for London]
[Customer Service Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Cancellation

I am writing to request the cancellation of my Oyster card (Card Number: [Your Oyster Card Number]). Due to [reason for cancellation, e.g., moving out of London, change in travel methods, etc.], I no longer require the service.

Please confirm the cancellation of my Oyster card and any relevant final steps that need to be taken. Additionally, I would appreciate information regarding any remaining balance on the card and the process for obtaining a refund, if applicable.

Thank you for your assistance.

Sincerely,
[Your Name]