

[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

Dear Customer Services,

Subject: Request for Oyster Card Cancellation

I am writing to formally request the cancellation of my Oyster Card.

Below are the details of my card:

- Oyster Card Number: [Your Oyster Card Number]
- Full Name: [Your Full Name]
- Address: [Your Address]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

Please confirm the cancellation of my card and inform me of any further steps or actions that I need to take. If there are any outstanding balances or refunds, kindly provide details on how to proceed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]