

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Customer Services

Transport for London (TfL)

4th Floor, 14 Pier Walk

London SE10 0ES

Subject: Request for Cancellation of Oyster Card

Dear Customer Services,

I am writing to request the cancellation of my Oyster card with the following details:

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

Please confirm the cancellation of my Oyster card and any remaining balance that may be refunded to my account.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]