

Subject: Notification of Oyster Card Cancellation

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally notify you of the cancellation of my Oyster Card, numbered [Oyster Card Number], effective immediately. Please consider this request processed and update your records accordingly. If there are any further actions required on my part or if you need additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Address]

[City, Postcode]

[Your Contact Information]