

[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

Subject: Request for Oyster Card Cancellation

Dear Customer Service Team,

I am writing to request the cancellation of my Oyster card. Below are the details of my card:

- Oyster Card Number: [Your Oyster Card Number]
- Name on Card: [Your Name]
- Address Associated with Card: [Your Address]

Please let me know if you require any further information to process this cancellation. I would appreciate a confirmation once my Oyster card has been cancelled.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]