

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

Customer Service  
Transport for London  
16 A, West King Street  
London, WC2B 6HX

Dear Customer Service,

Subject: Oyster Card Inquiry

I hope this letter finds you well. I am writing to inquire about my  
Oyster card. My card number is [Your Card Number].

[Briefly explain the issue or question regarding your Oyster card.]

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]