

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

Customer Service Team
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Sir/Madam,

Subject: [Subject of the letter regarding Oyster Card]

I hope this letter finds you well.

[Start with the purpose of your letter. Include details about your Oyster Card issue, request, or inquiry.]

[Provide any necessary information, such as your Oyster Card number, any transactions, or problems experienced.]

[If applicable, mention any previous correspondence regarding this matter.]

I kindly request your assistance in resolving this issue at your earliest convenience.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]