

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oyster Card Inquiry/Request

I hope this letter finds you well. I am writing to [briefly state your purpose - e.g., inquire about my Oyster Card, request a refund, report an issue, etc.].

[Include details relevant to your inquiry or request - e.g., account number, specific issues, dates, etc.].

I would appreciate your prompt assistance with this matter. Should you need any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this issue.

Sincerely,

[Your Name]