

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

Customer Service
Oyster Card Team
Transport for London
4th Floor, 14-16 Wellesley Road
Croydon, CR0 9XY

Dear Sir/Madam,

Subject: Assistance Required for Oyster Card

I am writing to request assistance regarding my Oyster Card. My card number is [Your Oyster Card Number], and I have encountered the following issue: [Briefly describe the issue].

I would greatly appreciate your help in resolving this matter.

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

Sincerely,

[Your Name]