

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

Customer Service
Transport for London
16 A, 6th Floor,
Hampstead House,
176 Finchley Road,
London, NW3 6BT

Dear Customer Service Team,

Subject: Application for an Oyster Card

I hope this letter finds you well. I am writing to request an Oyster Card for convenient travel within London.

I am a [briefly describe your status, e.g., resident/student/tourist] and find that an Oyster Card would greatly enhance my commuting experience.

Enclosed are copies of my identification and proof of address, as required. I appreciate your assistance in processing my application.

Thank you for your time. I look forward to receiving my Oyster Card soon.

Sincerely,

[Your Name]