

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

Customer Service  
Transport for London  
4th Floor, 14 A, Telford Avenue  
London, SW2 4QR

Dear Customer Service Team,  
Subject: Request Regarding Oyster Card

I hope this letter finds you well. I am writing to address an issue concerning my Oyster Card (Card Number: [insert card number]).

[Briefly explain the issue or request, e.g., lost card, refund request, balance inquiry, etc.]

I would appreciate your assistance in resolving this matter. Please find any relevant documents attached for your reference.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]