

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

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

Dear [Recipient Name],

Subject: Request for Oyster Card

I hope this letter finds you well. I am writing to formally request an Oyster card for my travel needs in London.

[Explain your reason for requesting the Oyster card, e.g., frequent travel, commuting, etc.]

Please find my details below for the processing of my request:

- Full Name:
- Date of Birth:
- Address:
- Contact Number:
- Email Address:

I would appreciate it if you could assist me with this request at your earliest convenience. If you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]