

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Department]
[Transport for London]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry/Request Regarding Oyster Card

I am writing to [briefly state the purpose of your letter, e.g., inquire about, request information on, report an issue with, etc.] my Oyster card.

[Provide details regarding your inquiry or request, such as the card number, specific concerns, or any relevant dates.]

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,
[Your Name]