

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

Customer Service
Transport for London
4th Floor, 14 Pier Walk
London SE10 0ES

Dear Sir/Madam,

Subject: Oyster Card Inquiry/Request

I hope this letter finds you well. I am writing to inquire about/request
[specific issue or request regarding the Oyster Card, e.g., a refund,
replacement, assistance, etc.].

My Oyster Card number is [Oyster Card Number]. I have encountered the
following issue: [explain your issue or request in detail].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Oyster Card Account Number (if applicable)]