

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

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

Dear Customer Service Team,

I am writing to request an Oyster Card for my personal travel needs.  
Please find my details below:

- Full Name: [Your Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I would appreciate it if you could guide me through the process of obtaining my Oyster Card. If there are any forms or additional information required, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]