

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

Customer Service

Transport for London

14 Windsor House

42-50 Victoria Street

London

SW1H 0TL

Subject: Oyster Card Inquiry

Dear Customer Service Team,

I am writing to inquire about my Oyster Card [insert card number here]. I would like to request information regarding [insert specific inquiry here, e.g., balance, refund, replacement, etc.].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Number]