

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Team

Transport for London

14.W.02 14th Floor

Winchester House

London, EC2N 2DB

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster Card to facilitate my travel within London.

[Briefly explain your reasons for needing the card, e.g., frequent travel for work, education, etc.]

Please find attached the required documents for your consideration.

Thank you for your assistance.

Sincerely,

[Your Name]