

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

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

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster Card to facilitate my travel throughout London. As a frequent visitor/resident, I believe the Oyster Card will significantly enhance my commuting experience.

Personal Information:

Full Name: [Your Full Name]

Address: [Your Address]

Date of Birth: [Your Date of Birth]

Contact Number: [Your Phone Number]

Email: [Your Email Address]

I would like to request the standard Oyster Card and would appreciate any additional information regarding the application process. Please inform me if any further documentation is required to process my request.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]