

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

Customer Service  
Transport for London  
14 Windsor Place  
W1C 1DY

Dear Sir/Madam,

Subject: Request for Oyster Card Details

I am writing to request information regarding my Oyster card. My card number is [Your Oyster Card Number].

I would like to inquire about [specific request or issue, e.g., balance information, refund request, lost card assistance, etc.].

Please let me know the steps I need to take or any documentation I need to provide in order to address this matter.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]