

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

Customer Service Team  
Transport for London  
14 Windsor House  
42-50 Victoria Street  
London SW1H 0TL

Dear Sir/Madam,

Subject: Request for Oyster Card

I am writing to request an Oyster Card to facilitate my travel across London. Below are my details for your reference:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Address: [Your Address, if different]  
Contact Number: [Your Phone Number]  
Email Address: [Your Email Address]

I would appreciate your assistance in processing my request. If you require any additional information or documentation, please do not hesitate to contact me.

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

Yours sincerely,

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