

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

Transport for London  
Oyster Card Customer Services  
4th Floor  
14 Pier Walk  
London SE10 0ES

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for a new Oyster Card. Please find my details below:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Address: [Your Address]  
Postcode: [Your Postcode]  
Email: [Your Email Address]  
Phone Number: [Your Phone Number]

I would like to use the Oyster Card for [mention purpose, e.g., daily commuting, travel within London, etc.]. I am aware of the terms and conditions associated with its use and will adhere to them.

Enclosed, please find a copy of my identification and a recent passport-sized photograph as required.

Thank you for processing my application. I look forward to receiving my Oyster Card at your earliest convenience.

Yours sincerely,

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