

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an Oyster card for my upcoming travel needs in London. I would appreciate your assistance in obtaining one at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]