

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

Transport for London  
Oyster Card Customer Service  
P.O. Box 687  
Birmingham  
B21 0BL

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster Card for convenient travel throughout London.

[Include a brief introduction about your reason for needing the card, e.g., commuting, travel for education, etc.]

Please find attached the required documentation, including [list any documents you are including, e.g., proof of identity, address, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]