

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

Customer Service
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Dear Customer Service,

Subject: Request for a New Oyster Card

I am writing to request a new Oyster card due to [reason for request, e.g., lost, stolen, damaged]. My previous card number was [previous card number, if available].

I would appreciate your assistance in processing my request promptly. Please let me know if you require any additional information or documentation to facilitate this.

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

Sincerely,
[Your Name]