

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

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

Subject: Inquiry Regarding Oyster Card

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about my Oyster Card, [insert your Oyster Card number].

[Clearly state your inquiry, e.g., issues with charging, lost card, refund request, etc.]

I would appreciate any assistance you can provide regarding this matter. Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,
[Your Name]