

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

Customer Service  
Transport for London  
14 Windsor House  
50 Victoria Embankment  
London, SW1A 2DY  
Subject: Request for Oyster Card

Dear Sir/Madam,

I am writing to request an Oyster card for my use while traveling in London. Below are the necessary details for my application:

1. **\*\*Full Name:\*\*** [Your Full Name]
2. **\*\*Date of Birth:\*\*** [Your Date of Birth]
3. **\*\*Address:\*\*** [Your Current Residential Address]
4. **\*\*Email Address:\*\*** [Your Email Address]
5. **\*\*Phone Number:\*\*** [Your Phone Number]
6. **\*\*Travel Purpose:\*\*** [Reason for needing the Oyster card]

Please let me know if you require any additional information or documents. Thank you for your assistance.

Sincerely,  
[Your Full Name]