

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Customer Service  
Transport for London  
14 Windsor Marriott Hotel  
Crown Road  
Windsor  
Berkshire  
SL4 5JJ

Dear Sir/Madam,

Subject: Request Regarding Oyster Card

I am writing to inquire about [specific issue or request related to the Oyster card, e.g., replacement, refund, issue with the card].

[Provide details of the issue, including any relevant information such as Oyster card number, dates, and any previous correspondence if applicable.]

I would appreciate your assistance in resolving this matter. Please let me know if you require further information from my side.

Thank you for your prompt attention to this request.

Yours faithfully,

[Your Name]

[Your Signature (if sending a hard copy)]