

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

Transport for London
Customer Services
4th Floor
14 Aster Place
London
WC2E 7LJ

Dear Customer Services Team,

Subject: Oyster Card Application Request

I am writing to request an Oyster Card for my personal use. Please find the necessary details below to process my application:

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

I kindly request that you send the Oyster Card to my address listed above. If any further information is needed, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]