

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Oyster Card

I hope this message finds you well. I am writing to formally request an Oyster card for use within the transportation network of London.

[Briefly explain your reason for the request, e.g., recent relocation, visiting London, etc.]

I understand that the Oyster card provides a convenient and cost-effective way to travel across various modes of transport. Therefore, I would appreciate any assistance you can provide in facilitating this request.

Please let me know the necessary steps I should follow to obtain the Oyster card, and if there are any forms or documents that you require from my end.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]