

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

Transport for London  
Customer Services  
PO Box 68786  
London  
SE1P 4JZ

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request an Oyster card for my personal use. As a frequent traveler in London, I understand the convenience that an Oyster card provides in navigating the city's extensive public transport system.

Please find my details below for your reference:

- Full Name: [Your Name]
- Date of Birth: [DD/MM/YYYY]
- Address: [Your Address]
- Preferred Contact Method: [Email or Phone]

I would appreciate your assistance in processing my request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

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

Sincerely,  
[Your Name]