

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

Transport for London  
Oyster Customer Services  
4th Floor, 14 Pier Walk  
London SE10 0ES

Dear Sir/Madam,

I am writing to request a new Oyster card.

My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Address]

I would appreciate it if you could process my request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]