

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Oyster Card Application

I am writing to express my intent to apply for an Oyster Card, which I believe will greatly assist me in my daily commute and travel across [specify area, e.g., London].

As a frequent traveler, I value the convenience and efficiency that the Oyster Card offers in terms of fare savings and ease of use. I am particularly interested in the benefits it provides, such as contactless payments and access to various transport options.

I would like to request the necessary information and application process to obtain an Oyster Card at your earliest convenience.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]