

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

Customer Services  
Transport for London  
4th Floor, 14 Aunger Street  
London SE1 1A

Dear Sir/Madam,

Subject: Request for Oyster Card Assistance

I hope this letter finds you well. I am writing to request assistance regarding my Oyster card.

[Briefly explain your issue or request, e.g., "I recently lost my Oyster card and would like to inquire about the process for obtaining a replacement."]

I would appreciate any guidance you could provide on how to proceed and any necessary steps I need to take.

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

Sincerely,

[Your Name]

[Optional: Your Oyster Card Number]