

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

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

Dear Customer Service Team,
Subject: Oyster Card Inquiry/Request

I am writing to [state your purpose, e.g., request a refund, report a lost card, etc.]. My Oyster Card number is [Oyster Card Number].

[Provide details about your request or issue, including any relevant dates or account information.]

I would appreciate your assistance in resolving this matter as soon as possible. Should you need any further information, please feel free to contact me at [your phone number or email address].

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

Sincerely,

[Your Name]

[Your Oyster Card Number (if not mentioned earlier)]