

[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 Sir/Madam,

Subject: Request for Oyster Card

I hope this letter finds you well. I am writing to request an Oyster Card for my travel needs within London.

I am a [state your reason, e.g., student, tourist, resident] and will be using public transport frequently from [start date] to [end date, if applicable]. Having an Oyster Card will greatly assist in making my journeys more convenient and cost-effective.

Please find my details below for your reference:

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

I would appreciate your assistance in this matter. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]