

[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 Support Regarding Oyster Card

I am writing to request assistance with my Oyster card, numbered [Your Oyster Card Number]. Unfortunately, I have encountered issues with my account that I need help resolving.

[Briefly explain the issue you are experiencing, e.g., "I have been unable to add funds to my account" or "My card is not being recognized at ticket machines."]

I would appreciate your guidance on how to resolve this matter at your earliest convenience. Please let me know if you require any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]