

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

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

Subject: Verification of Oyster Card

Dear Customer Services Team,

I am writing to request verification for my Oyster Card (Card Number:  
[insert card number]).

I have been experiencing issues with my card and would appreciate your  
assistance in verifying its status.

My details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

Please let me know if you require any further information to process my  
request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]