

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for an Oyster card as I frequently travel within London and would like to benefit from the convenience and cost-effectiveness it offers.

I am currently a [student/professional] residing at [your address]. My regular routes include [mention any specific places, e.g., home to work, university, etc.], which makes the Oyster card an essential tool for my daily commute.

Please find attached the necessary documents required for the application process, including proof of identity and address.

I appreciate your assistance in processing my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]