

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

Customer Services  
Transport for London  
PO Box 6878  
London  
SW1P 0BT

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster Card, which I understand offers convenience and savings on public transport in London.

**\*\*Personal Information:\*\***

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

**\*\*Identification Documents:\*\***

Enclosed with this application are copies of the following identification documents to verify my identity and address:

1. [Type of ID - e.g., Passport/Driver's License]
2. [Utility Bill/Bank Statement for Address Verification]

**\*\*Purpose of Application:\*\***

I require the Oyster Card for [briefly explain your reason, e.g., regular commuting to work, travel for leisure, etc.]. I plan to use it starting from [start date], and I would appreciate it if you could expedite the processing of my application.

**\*\*Payment Information:\*\***

I understand the standard fee for the Oyster Card is [amount]. Enclosed is [specify any payment method you are including, e.g., cheque, credit card information, etc.].

Thank you for considering my application. I look forward to receiving my Oyster Card promptly.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]