

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

Customer Service  
Transport for London  
14 Windsor Road  
London, SW19 6QL

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster Card for convenient travel within London. Below are my personal details for your consideration:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Address]

Postcode: [Your Postcode]

I am a [student/professional/tourist] and plan to use the Oyster Card for [mention your travel purpose, e.g., daily commuting, sightseeing]. I believe that the Oyster Card will provide me with a cost-effective way to navigate the city's public transport system.

Please find attached copies of the required documents, including [list any documents you are including, e.g., proof of identity, proof of address]. I would appreciate your assistance in processing my application.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]