

[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,

I am writing to request an Oyster card for my use while traveling around London. I am a [briefly mention your status, e.g., student, tourist, resident] and require a convenient method for public transport.

Please find enclosed my details for the application:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Current Address]

Email: [Your Email Address]

I understand the application process and agree to abide by the terms and conditions associated with the use of the Oyster card. Should you require any further information or documentation, please do not hesitate to contact me.

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]