

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Oyster Card

I am writing to formally request an Oyster card for [specific purpose, e.g., "daily commuting in London"].

[Brief introduction about yourself and your need for the Oyster card, e.g., "I am a resident of London and travel frequently for work/school."]

[Explain any specific requirements or details relevant to your application, e.g., "I would appreciate a student concession if applicable."]

Please find attached any required documentation for your reference.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]