

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

Customer Service Team

Transport for London

[Address]

[City, Postcode]

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster card for my personal travel needs within London.

[Introduce your reason for needing the Oyster card, e.g., regular commuting, visiting, etc.]

Enclosed with this letter are the necessary documents required for the application, including [list any documents you are attaching, e.g., proof of identity, proof of address].

I would appreciate it if you could process my application at your earliest convenience. I look forward to your prompt response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]