

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

Customer Service Team

Transport for London

[Company Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Oyster Card

I hope this letter finds you well. I am writing to request the issuance of an Oyster card for my travel needs in London.

Details are as follows:

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

I would appreciate it if you could provide me with the necessary instructions or forms required to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]