

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

Customer Service Team

Transport for London

[Address of the TfL office]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to apply for a personal Oyster card. I am a frequent traveler in London, and having an Oyster card will greatly facilitate my commuting experience.

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I kindly request that you process my application at your earliest convenience. If 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 Name]

[Your Signature (if sending a hard copy)]