

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

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

Dear [Recipient's Name],

I am writing to formally apply for an Oyster card, as I am [briefly explain your reason for needing the Oyster card, e.g., commuting to work, school, etc.].

I understand that the Oyster card provides a convenient and cost-effective way to travel across London, and as a regular traveler, I believe it would greatly benefit my daily commuting experience.

Please find attached the necessary documents to support my application, including [list any required documentation, such as proof of ID, proof of address, etc.].

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]