

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

Customer Services  
Transport for London  
14th Floor, 2r 4th Street  
London, SW1H 0QT

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to apply for an Oyster card for my personal use while traveling in London.

Personal Information:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Postal Code: [Your Postal Code]

I require an Oyster card as I frequently travel across London and want a convenient payment method for my journeys.

Please find enclosed the required documents for verification:

1. Copy of [Identification Document]
2. Proof of Address [Utility Bill/Bank Statement]

I would appreciate your assistance in processing my application quickly.

Should you need any further information, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]