

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

Transport for London
Customer Services
4th Floor
14 Pier Walk
London
SE10 0ES

Dear Sir/Madam,

Subject: Urgent Oyster Card Application

I am writing to urgently request an Oyster Card due to [briefly explain your reason, e.g., "my upcoming travel needs for work" or "my recent relocation to London"].

Please find attached the required documents to support my application, including [list any documents you are including, such as proof of identity or address].

I kindly ask for your prompt attention to this matter, as I need the card by [mention your deadline or date needed by].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]