

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

Customer Service Team
Transport for London
4th Floor, 14 Panton Street
London, SW1Y 4AR

Dear Customer Service Team,
Subject: Request for Oyster Card

I am writing to request an Oyster Card for use on public transport in London. As a frequent traveler in the city, I believe that an Oyster Card will greatly enhance my commuting experience.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Preferred Method for Delivery: [Post/Collect]

I would appreciate any information regarding the application process, including required documents, charges, and estimated delivery times. If there are specific forms or online processes to follow, kindly provide directions or links to those resources.

Thank you for your assistance. I look forward to your prompt response regarding my request.

Sincerely,

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