

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

Customer Service  
Transport for London  
4th Floor, 14 Windsor House  
Victoria Embankment  
London SW1A 2NQ

Dear Customer Service Team,  
Subject: Oyster Card Inquiry

I hope this letter finds you well. I am writing to inquire about my  
Oyster Card, details as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Full Name: [Your Full Name]

[Briefly state your issue or query related to the Oyster card, e.g.,  
balance inquiry, replacement request, account update, etc.]

I would appreciate your assistance in resolving this matter. Please feel  
free to contact me via email or phone should you need any further  
information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]