

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

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

Dear [Recipient's Name],

I am writing to formally request an Oyster card. I would like to use it for [mention your purpose - e.g., daily commuting, sightseeing, etc.]. Please let me know the necessary steps to obtain the card, as well as any identification or documents you may require from me.

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

Sincerely,
[Your Name]