

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an Oyster card for my [reason for request, e.g., upcoming travel, work commute, etc.].

As an individual who frequently travels around [City/Area], an Oyster card would greatly facilitate my mobility and allow me to travel more conveniently within the transport network.

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if you require any additional information or documentation to complete the issuance of the Oyster card. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]