

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

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

Dear Sir/Madam,

Subject: Request for Official Oyster Card

I am writing to request an Oyster card for travel within London. As a [mention your status, e.g., resident, student, tourist], I find it essential to have a convenient and cost-effective means of transportation.

Please find my details below for your records:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Home Address: [Your Home Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

[Optional: Include any relevant identification information or circumstances requiring the Oyster card, if applicable.]

I would appreciate your assistance in processing my request at your earliest convenience. If further information or documentation is needed, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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