

[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 Customer Service Team,

I am writing to request the issuance of an Oyster card for my use while traveling around London.

I am a [student/tourist/resident] and expect to utilize public transportation frequently. Please find my details below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Current Address]

Preferred Contact Method: [Email or Phone Number]

I would appreciate any guidance regarding the application process and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]