

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

Transport for London
Customer Services
13th Floor, 230 Blackfriars Road
London, SE1 8NW

Dear Sir/Madam,

Subject: Oyster Card Application

I am writing to apply for an Oyster Card. I am a
[student/professional/resident] in London, and I frequently travel within
the city for [reason for travel, e.g., work, study, leisure].

I would like to request an Oyster Card for the convenience it offers in
terms of cashless and discounted travel. My details are as follows:

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

Please find attached documents for your consideration, including [list
any supporting documents, e.g., proof of identity, proof of address].

I would appreciate your assistance in processing my application and look
forward to receiving my Oyster Card soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]