

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

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

Dear Customer Services,

Subject: Request for Oyster Card

I hope this letter finds you well. I am writing to request an Oyster Card for my travels around London.

[Briefly explain the reason for your request, e.g., "As a frequent visitor to the city for work, I believe the Oyster Card will provide me with a convenient and cost-effective way to navigate public transportation."]

Please find my details below for your records:

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

If there are any documents or additional information required to process my request, please let me know. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]