

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

Customer Service  
Transport for London  
[Address]

[City, State, ZIP Code]

Subject: Request for Oyster Card

Dear Customer Service Team,

I am writing to request an Oyster Card for use on public transportation in London. Please find my details below:

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

I would like to receive the card at the address provided above. Please inform me of any documents or additional information needed to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]