

[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,

I am writing to request an Oyster card for my use while traveling within London.

Please find my details below:

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

I would appreciate your guidance on the necessary steps to obtain the Oyster card and any required documentation.

Thank you for your assistance.

Yours sincerely,

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