

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an Oyster card for my travel needs within London.

I am a [your role, e.g., student, employee, visitor] and frequently travel across the city for [reason for travel, e.g., work, education, tourism]. Having an Oyster card will greatly facilitate my travel and ensure a more economical and efficient way to navigate the public transport system.

Please find enclosed the necessary documentation to support my application, including [list any documents, e.g., proof of identity, proof of address, student ID].

I would appreciate your assistance in processing my request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]