

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

Customer Service
Transport for London
4th Floor, 14 Ainsworth Road
London, NW3 2BN

Subject: Request for Oyster Card

Dear Customer Service Team,

I hope this letter finds you well. I am writing to request the issuance of a new Oyster card.

[Include any necessary details, such as: reason for the request (lost, stolen, or new application), any previous card number if applicable, etc.]

Please find my personal details below for your reference:

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

I would appreciate your assistance in processing my request at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]