

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

Customer Service Team
Transport for London
4, Windsor House
42-50 Victoria Street
London, SW1H 0TL

Dear Customer Service Team,

Subject: Request for Oyster Card Replacement

I am writing to request a replacement for my Oyster card, which was
[lost/stolen/damaged] on [date of incident]. My Oyster card number is
[insert card number].

I have taken the necessary steps to report the loss/theft, and I kindly
ask you to issue a new card at your earliest convenience. I would like to
ensure that my balance is transferred to the new card, as I had [insert
balance amount] remaining on the old card.

Attached to this letter, you will find [any relevant documents or ID
proof, if required]. Please let me know if any further information is
needed.

Thank you for your assistance.

Sincerely,
[Your Name]