

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

Customer Service
Transport for London
14 Windsor Avenue
London
SW19 2RR

Dear Sir/Madam,

Subject: Request for Oyster Card

I am writing to request an Oyster Card for my upcoming travel within London.

Personal Details:

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

Please let me know if you require any further information to process my request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]