

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Oyster Card Replacement

I am writing to request the replacement of my Oyster card, which has been [lost/stolen/damaged]. My Oyster card number is [insert card number]. [Briefly explain the situation, e.g., when and how the card was lost/stolen/damaged, if applicable].

I would appreciate your assistance in processing my request for a replacement card. Please let me know if there are any forms I need to complete or further information you require.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]