

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

Customer Service Team  
Transport for London  
4th Floor, 14-22 Oxford Street  
London, W1D 1HU

Subject: Request for Oyster Card Replacement

Dear Customer Service Team,

I hope this letter finds you well. 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 attached a copy of [any required document such as a police report, if applicable] to assist with the processing of my request.

Please let me know if there are any additional steps I need to take or any further information required. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]