

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

Customer Service Team

Transport for London

[email or address of Transport for London]

Dear Customer Service Team,

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

I would appreciate your assistance in processing this request as soon as
possible. Please let me know if you need any further information or
documentation from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]