

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

Customer Services  
Transport for London  
16 A, Petty France  
London  
SW1H 9EA

Subject: Request for Replacement Oyster Card

Dear Sir/Madam,

I am writing to request a replacement for my lost Oyster Card. My details are as follows:

- Name: [Your Name]
- Oyster Card Number: [Oyster Card Number, if known]
- Date of Loss: [Date you lost the card]
- Address associated with the card: [Your Address]

I would appreciate your assistance in issuing a replacement card at your earliest convenience. Please let me know if any further information is needed to process my request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]