

****Oyster Card Replacement Letter Checklist Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company 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 [provide reason - e.g., was lost, stolen, damaged, etc.]. Below is a checklist of the information and documents I have included for your reference:

1. ****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Contact Information: [Your Phone Number and/or Email]

2. ****Oyster Card Information:****

- Card Number: [Oyster Card Number]
- Date of Purchase: [Purchase Date]
- Balance Remaining: [Approximate Balance]

3. ****Reason for Replacement:****

- [Detailed explanation of why you need a replacement]

4. ****Supporting Documents:****

- Copy of identification (e.g., passport, driver's license)
- Proof of address (e.g., utility bill, bank statement)
- Any relevant receipts or transaction details

5. ****Preferred Method of Replacement:****

- [Online, by post, in-person, etc.]

I appreciate your attention to this matter and look forward to your prompt response to my request for a replacement Oyster card.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]