

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

Customer Service
Transport for London
4th Floor, 14 Pierwalk
London, SE10 0ES

Dear Customer Service,

Subject: Request for Oyster Card Replacement

I am writing to request a replacement for my Oyster card, which was lost on [insert date] while [briefly explain the circumstances, e.g., traveling on public transport]. My Oyster card number is [insert card number if known].

I have already reported the loss online and am following up with this letter to ensure the process is completed. Please let me know the necessary steps to obtain a new card and any associated fees.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]