

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

Customer Services
Transport for London
4th Floor, 14 Pier Walk
North Greenwich
London SE10 0ES

Dear Sir/Madam,

Subject: Request for Replacement Oyster Card

I am writing to request a replacement for my Oyster card, which I have lost/damaged.

Details of my Oyster card are as follows:

- Name: [Your Name]
- Oyster card number: [Card Number]
- Date of purchase: [Purchase Date]

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

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]