

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

[Transport for London]
[Customer Service Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Request for Oyster Card Replacement

I hope this letter finds you well. I am writing to request a replacement for my lost/damaged Oyster Card. The details of the card are as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

Unfortunately, I [lost my card/damaged my card] on [date of incident]. I have reported this incident through [mention any previous attempts to report it, if applicable], but I would like to formally request a replacement.

I understand that there may be a fee associated with the replacement and I am prepared to cover any necessary costs. Please let me know the next steps I should follow to obtain my new Oyster Card.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]