

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

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

Dear Customer Services,

Subject: Request for Oyster Card Replacement

I hope this message finds you well. I am writing to request a replacement for my Oyster Card, which was lost/stolen on [insert date]. My card number is [insert card number if available].

Unfortunately, I have been unable to locate it despite my best efforts. I kindly ask for your assistance in issuing a new card and transferring any remaining balance from my lost card.

Please let me know if you require any further information to process my request. I appreciate your help in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]