

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oyster Card Incentive Program

I hope this message finds you well. I am writing to express my interest in participating in the Oyster Card Incentive Program.

As a regular commuter in [Specify Area/Route], I believe that the incentive provided through this program will greatly assist me in managing my travel expenses. I am particularly excited about [Specify any specific feature or benefit of the program].

Thank you for considering my application. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Contact Number]