

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Oyster Card Offer

I am writing to formally present you with an offer for an Oyster Card, which will provide you with a convenient and cost-effective way to travel across London.

Details of the Offer:

- **\*\*Oyster Card Type\*\***: [Standard/Discounted/Student/Visitor]
- **\*\*Balance Amount\*\***: PS[Amount]
- **\*\*Validity Period\*\***: [Start Date] to [End Date]
- **\*\*Usage Benefits\*\***: [Brief details of usage benefits]

Please confirm your acceptance of this offer by [Response Deadline]. Once accepted, we will arrange for the card to be sent to your address.

Thank you for choosing this travel option. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Contact Information]