

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inform you about an exciting promotion for the Oyster Card that we believe will greatly benefit our valued customers.

As part of our ongoing commitment to enhancing the travel experience for our users, we are pleased to announce that from [start date] to [end date], we will be offering [details of the promotion, e.g., discounts, bonus credit, etc.]. This limited-time offer aims to encourage more residents and visitors to explore [City/Region] while enjoying convenient and affordable transportation.

We encourage you to take advantage of this promotion by [instructions on how to participate, e.g., "reloading your card online" or "visiting any Oyster Card outlet"].

Thank you for being a loyal customer of [Company/Organization Name]. We look forward to seeing you enjoy the benefits of this promotion and wish you safe travels!

Warm regards,

[Your Name]
[Your Job Title]
[Company/Organization Name]