

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

Customer Service

Transport for London

[Address of TfL Office]

[City, State, ZIP Code]

Subject: Request for Oyster Card Upgrade

Dear Customer Service Team,

I hope this message finds you well.

I am writing to request an upgrade to my Oyster card, which I have been using for my travel needs in London. My current Oyster card number is

[Your Oyster Card Number].

I would like to upgrade my card to [specify the type of upgrade you are requesting, e.g., a Student Oyster card, a travelcard pass, etc.], due to [provide a brief reason for the upgrade, e.g., eligibility changes, frequent travel requirements, etc.].

Please let me know the necessary steps I need to take to facilitate this upgrade. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you very much for your attention to this request.

Sincerely,

[Your Name]