

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

Customer Service
Transport for London
4th Floor, 14 A,
Heron House, 2 Hill Street,
London, W1J 5AF

Dear Customer Service Team,
Subject: Oyster Card Balance Inquiry

I hope this letter finds you well. I am writing to inquire about the current balance on my Oyster card. The details of my card are as follows:

- Oyster Card Number: [Your Card Number]
- Name on Card: [Your Name]

I would appreciate it if you could provide me with the current balance and any additional information regarding my usage and transactions.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]