

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

Customer Service  
Transport for London

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

Dear Customer Service Team,

Subject: Request for Replacement of Lost Oyster Card

I am writing to inform you that I have lost my Oyster card, which I was using for my travel within London. The details of my card are as follows:

- Oyster Card Number: [Oyster Card Number]
- Registered Name: [Your Name]
- Registered Address: [Your Address]

I kindly request your assistance in replacing my lost Oyster card. If possible, please let me know the steps I need to follow to obtain a replacement and whether there are any fees associated with this process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]