

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Transport for London (TfL)/Oyster Card Customer Service]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oyster Card Usage Verification

I hope this message finds you well. I am writing to request verification of my Oyster Card usage for [specific time period or dates, e.g., "the month of October 2023"]. My Oyster Card number is [your Oyster Card number].

Due to [reason for the verification request, e.g., "a recent travel expense report" or "to clarify my commuting patterns"], I would appreciate your assistance in providing a detailed account of my usage during the specified period.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]