

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

Customer Service Team
Transport for London
4th Floor, 14 Pier Walk
London, SE10 0ES

Subject: Oyster Card Account Management

Dear Customer Service Team,

I hope this letter finds you well. I am writing to request assistance with my Oyster card account.

Account Details:

- Name: [Your Name]
- Oyster Card Number: [Your Oyster Card Number]
- Email associated with the account: [Your Email]

I would like to [state your request, e.g., update my personal information, request a refund, report a lost card, etc.]. Please find the necessary details below:

[Provide details relevant to your request, e.g., specific changes, transaction dates, amounts, etc.]

I appreciate your help in managing my account, and I look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]