

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization for Oyster Card Travel

I, [Your Name], hereby authorize [Authorized Person's Name] to use my Oyster card for travel purposes from [Start Date] to [End Date].

Oyster Card Number: [Your Oyster Card Number]

Please allow [Authorized Person's Name] to use this card during the specified dates for their travel needs. If you require any further information or confirmation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]