

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Customer Services

Transport for London

4th Floor, 14 A, Palestra,

197 Blackfriars Road,

London, SE1 8NJ

Dear Sir/Madam,

I am writing to formally apply for an Oyster card. I require this card for my daily commuting needs in London, and I would appreciate your assistance in processing my application.

I understand that the Oyster card provides convenience and savings on travel, and I am eager to utilize this service. Please find attached the necessary documents required for my application, including a proof of identification and proof of address.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]