

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

Customer Services  
Transport for London  
4th Floor, 14 Windsor Street  
London, SE11 8EG

Dear Sir/Madam,

I am writing to request an Oyster card for use on public transportation within London. I am a [briefly describe your status, e.g., student, tourist, resident] and intend to use the services frequently.

Please find the necessary details to process my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Nationality: [Your Nationality]
- Phone Number: [Your Phone Number]

I have enclosed a copy of [any necessary documents, e.g., proof of identity or address] to support my application.

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

Sincerely,

[Your Name]

[Signature (if sending by post)]