

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

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

Dear Oyster Card Customer Service,

Subject: Request/Inquiry Regarding My Oyster Card

I hope this letter finds you well. I am writing to [state your purpose:
request a replacement, inquire about charges, update personal
information, etc.].

My details are as follows:

- Full Name: [Your Name]
- Oyster Card Number: [Your Oyster Card Number]
- Date of Birth: [Your Date of Birth]

[Explain the issue or request in detail, providing any necessary
information or context. Be clear and concise.]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]