

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

Customer Services  
Transport for London  
4th Floor, 14 Windsor Street  
London, SE11 7PB

Dear Sir/Madam,

Subject: Application for Oyster Card

I am writing to request an Oyster Card for my travel needs in London.

Please find my details below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email Address: [Your Email Address]

I would like to apply for [type of Oyster Card, e.g., "a standard Oyster Card" or "a discounted Oyster Card for students"]. I understand that the card can be used across all TfL services, and I am looking forward to enhancing my travel experience in the city.

Please let me know if you require any additional information or documentation to process my application.

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

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]