

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

Customer Services  
Transport for London  
4th Floor, 14 Pier Walk  
London, SE10 0ES  
Dear Sir/Madam,

Re: Oyster Card Application for [Minor's Full Name]

I am writing to apply for an Oyster card for my child, [Minor's Full Name], who is [Minor's Age] years old.

[Minor's Full Name] is a resident of [Your Address] and would benefit from an Oyster card for travel within London for school and other activities.

Enclosed with this letter, you will find:

1. Completed application form.
2. Copy of [Minor's Full Name]'s birth certificate.
3. Proof of my identity (e.g., passport or driving license).
4. Proof of address (e.g., utility bill).

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]

[Enclosures: Application Form, Birth Certificate, Proof of Identity, Proof of Address]