

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

Customer Services
Transport for London
4th Floor, 14 Acanthus Road
London, SW18 3QT
United Kingdom

Dear Sir/Madam,

I am writing to apply for an Oyster card as a tourist visiting London from [start date] to [end date]. I understand that an Oyster card will provide me with convenience and savings on public transport during my stay.

Please find the required details below:

- **Full Name:** [Your Full Name]
- **Nationality:** [Your Nationality]
- **Passport Number:** [Your Passport Number]
- **Arrival Date in London:** [Arrival Date]
- **Departure Date from London:** [Departure Date]
- **Hotel/Accommodation Address:** [Your Accommodation Address in London]

I would like to request a [standard Oyster card/rechargeable Oyster card] for my travel needs. Please let me know the necessary steps to complete the application process.

Thank you for your assistance. I look forward to exploring London using public transport.

Sincerely,
[Your Name]