

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

Customer Service  
Transport for London  
4th Floor, 14 Roger Street  
London, WC1N 2AD

Dear Sir/Madam,

Subject: Oyster Card Application Request

I am writing to request the issuance of an Oyster Card. I would like to provide the following information necessary for the application:

1. Full Name: [Your Full Name]
2. Date of Birth: [Your Date of Birth]
3. Address: [Your Address]
4. Email Address: [Your Email Address]
5. Phone Number: [Your Phone Number]

Additionally, I would appreciate any information on the available options for topping up my card and how I can track my usage.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]