

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

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

Dear Sir/Madam,

Subject: Inquiry/Issue Regarding Oyster Card

I hope this letter finds you well. I am writing to [describe the purpose of your letter, e.g., inquire about the balance on my Oyster card, report a lost Oyster card, request a refund, etc.].

My Oyster card number is [insert card number here], and I have been a user since [insert date]. [Include any relevant details about your situation, such as dates, amounts, or specific issues you have encountered.]

I would appreciate your assistance with this matter and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]