

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

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

Dear Sir/Madam,

Subject: Request for Oyster Card Replacement

I am writing to request a replacement for my lost/damaged Oyster Card. My Oyster Card number is [Card Number]. I realized that I had lost my card on [Date of Loss] and have taken all necessary steps to locate it but have been unsuccessful.

Please find attached [list any attachments, if applicable, e.g., police report, proof of identity]. I would appreciate it if you could process my request as soon as possible, as I rely on public transport for my daily commute.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]