

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear Sir/Madam,

Subject: Application for Personalized Oyster Card

I am writing to formally request a personalized Oyster card for my use in London.

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Address: [Your Address]  
Contact Number: [Your Phone Number]  
Email: [Your Email Address]

I would like the card to include my name, as this will help in preventing loss and unauthorized use.

Please find attached copies of my identification documents as required.

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

Yours sincerely,  
[Your Name]