

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

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Professional Oyster Card

I am writing to formally apply for a Professional Oyster Card, as I frequently travel within London for professional purposes. I am a [Your Job Title] at [Your Company Name], and my role requires me to visit various locations across the city.

I kindly request the issuance of a Professional Oyster Card to facilitate my daily commuting and to reduce travel costs associated with my work commitments.

Please find attached the necessary documents to support my application, including:

1. Employment verification letter from [Your Company Name].
2. Proof of identity and address.
3. [Any additional documents if required].

I appreciate your consideration of my application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]