

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Transport for London]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for an Oyster Card. I am a
[student/resident/tourist] in London and require an Oyster Card for
convenient travel on the public transport system.

My details are as follows:

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

I understand that the Oyster Card will offer me [mention any specific
benefits you are seeking, e.g., discounts, ease of travel]. I have
included the necessary documents, including [state any included
documents, e.g., proof of identity, proof of address, etc.], with this
application.

Thank you for considering my application. I look forward to your prompt
response.

Sincerely,

[Your Name]