

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

Customer Service Team

[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Application for Oyster Card

I am writing to request an Oyster Card to facilitate my travel needs within London. I am a [insert your status: resident, student, tourist, etc.] and frequent the city often for [insert reason: work, studies, leisure, etc.].

I require the Oyster Card to [mention the intended use: daily commutes, weekend trips, etc.], and I believe this card will greatly enhance my travel experience by providing convenience and cost-effectiveness. Please find enclosed the required documentation for my application, including [list the documents: proof of identity, proof of address, payment method, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Date of Birth (optional)]