

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

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

Dear Sir/Madam,

Subject: Oyster Card Inquiry/Request

I hope this letter finds you well. I am writing to you regarding my Oyster card (Account Number: [Your Account Number]) and would like to [state your request or inquiry, e.g., request a refund, report an issue, inquire about balance, etc.].

[Provide details about your request or issue, including any relevant information such as dates, amounts, or specific circumstances.]

I would appreciate your assistance in resolving this matter. Please let me know if you require any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]