

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

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

Dear [Recipient Name],

Subject: Application for Oyster Card

I am writing to formally apply for an Oyster Card to facilitate my travel across London.

[Paragraph 1: Introduce yourself and state your need for an Oyster Card.]

[Paragraph 2: Provide any relevant details such as your travel frequency, purpose of travel, and any other necessary information.]

[Paragraph 3: Mention any additional documentation you are including, and express your willingness to provide further information if needed.]

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

Sincerely,

[Your Name]