

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

Customer Service Team
Transport for London
4th Floor, 14 A, Upper Ground
London, SE1 9QQ

Dear Customer Service Team,
Subject: Inquiry Regarding Oyster Card

I hope this letter finds you well. I am writing to inquire about
[specific issue or question regarding your Oyster Card, e.g., balance,
refund, replacement, etc.].

Details:

- Oyster Card Number: [your Oyster Card number]
- Date of Issue: [date you obtained the card]
- Description of the Issue: [explain the issue in detail]

I would appreciate your assistance in resolving this matter as soon as possible. Please let me know if you require any further information to address my inquiry.

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

Sincerely,

[Your Name]
[Your Contact Number]