

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

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

Dear [Recipient's Name],

Subject: Request for Oyster Card

I hope this letter finds you well. I am writing to request an Oyster card for my use while traveling in London.

1. ****Introduction****

- Briefly introduce yourself.
- State the purpose of the letter.

2. ****Reason for Request****

- Explain why you need an Oyster card (e.g., frequent travel, visiting London, etc.).

3. ****Personal Information****

- Provide necessary personal details (name, address, date of birth, etc.) to facilitate the request.

4. ****Payment Information**** (if applicable)

- Include details on how you intend to pay for the card, if required.

5. ****Conclusion****

- Express gratitude for considering your request.
- Mention your willingness to provide any further information if needed.

Sincerely,

[Your Name]