

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

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

Dear Sir/Madam,

I am writing to apply for an Oyster card. I am currently a resident of [Your City/Region] and frequently travel to London for [reason for travel, e.g., work, study, leisure].

Please find enclosed the necessary documents required for my application, including:

- A copy of my identification (e.g., passport, driver's license)
- A recent passport-sized photograph
- Proof of my address (e.g., utility bill, bank statement)

I would appreciate your assistance in processing my application promptly. If you require any further information or documentation, please do not hesitate to contact me via the phone number or email address provided above.

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]