

[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: Request for Oyster Card Replacement

I am writing to request a replacement for my Oyster card with the number  
[your Oyster card number], which was [lost/stolen/damaged] on [date].

I have attached a copy of my identification and any relevant documents to  
support my request.

I appreciate your assistance in this matter and look forward to receiving  
my replacement card promptly.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]