

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

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

Dear Sir/Madam,

Subject: Application for Oyster Card Replacement

I hope this letter finds you well. I am writing to formally request a replacement for my Oyster card, which has been lost/stolen/damaged (please specify the reason).

My Oyster card number is [Oyster Card Number], and I have been a regular user since [Year of Issue]. Unfortunately, I discovered that my card was missing on [Date]. I have taken steps to report this issue and ensure that my account is secure.

Please let me know if any additional information or documentation is required to process my request. I would appreciate any assistance you can provide, as I rely on my Oyster card for my daily travel needs.

I look forward to your prompt response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Oyster Card Account Number] (if applicable)