

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

Customer Service
Transport for London
4th Floor, 14 A Blackhorse Road
London E17 6JN

Dear Sir/Madam,

I am writing to request a replacement Oyster card due to [state reason - e.g., loss, theft, damage]. My card number is [Your Oyster Card Number]. I would appreciate your assistance in processing this request. Please let me know if any additional information is required.

Thank you for your attention to this matter.

Sincerely,
[Your Name]