

[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, which has been lost/stolen/damaged.

Details of the Oyster Card are as follows:

- Oyster Card Number: [Your Oyster Card Number]
- Full Name: [Your Full Name]
- Address associated with the Oyster Card: [Your Address]
- Date of loss/theft/damage: [Date]

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]