

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

Customer Service
Transport for London
14 Axton Way
London SE7 7SE

Dear Sir/Madam,

Subject: Application for Oyster Card Replacement

I am writing to request a replacement for my Oyster card, which was [lost/stolen/damaged] on [date]. My card number is [insert card number]. I have attached a copy of [any relevant documents, such as a police report for stolen cards or proof of purchase for damaged cards] for your reference.

Please let me know the next steps I need to take to receive a new Oyster card. I appreciate your assistance in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]