

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

Customer Service

[Transport for London/Relevant Authority Name]
[Office Address]
[City, State, Zip Code]

Subject: Oyster Card Replacement Claim

Dear Customer Service,

I am writing to formally request a replacement for my Oyster card which was lost/stolen on [date of loss/theft]. The card number is [insert card number].

Details of the incident:

- Date of loss/theft: [insert date]
- Location: [insert location]
- Additional information: [any additional details related to the incident]

I kindly request a replacement card to be issued to my address mentioned above. Please inform me if there are any fees associated with this replacement process, or if you require any additional information from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]