

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

Customer Services
Transport for London
4th Floor, 14 A,
Palestra,
197 Blackfriars Road,
London SE1 8NJ

Dear Customer Services,

Subject: Request for Oyster Card Replacement

I am writing to request the replacement of my Oyster Card, which has been lost/damaged. Below are the details of my card:

- Oyster Card Number: [Your Oyster Card Number]
- Name on the Card: [Your Full Name]
- Date of Purchase: [Purchase Date]

I kindly ask for your assistance in processing my request and providing a replacement card. If there are any fees associated with this replacement, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]