

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

Customer Service

Transport for London

[Office Address]

[City, State, Zip Code]

Dear Customer Service Team,

Subject: Request for Oyster Card Replacement

I am writing to request a replacement for my lost Oyster card. My card number is [Insert Card Number]. Unfortunately, I noticed my card was missing on [Insert Date Lost].

Please let me know the necessary steps to obtain a replacement card. I am willing to provide any additional information required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]