

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

Customer Service Team  
Transport for London  
4th Floor, 14 Pier Walk  
London, SE10 0ES

Dear Customer Service Team,  
Subject: Request for Replacement Oyster Card

I am writing to request a replacement for my Oyster card, which I believe has been lost/stolen (please circle one). My Oyster card number is [Oyster Card Number], and I have been using it since [Date of First Use]. Unfortunately, I realized that I could no longer find my card on [date you noticed it missing]. I have already checked at my usual locations and have taken the necessary steps to ensure it is not retrievable.

I would like to request a replacement card and understand the procedure and any applicable fees for this request. Please let me know if you require any further information from my end.

Thank you for your assistance.

Sincerely,

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