

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

[Recipient Name]  
[Transport for London (TfL)]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name or 'Customer Service Team'],

Subject: Request for Oyster Card Replacement

I am writing to request a replacement for my Oyster card, which was  
[lost/stolen/damaged] on [date]. My Oyster card number is [Oyster card  
number].

[Optional: Brief explanation of the circumstances surrounding the loss or  
damage.]

I would appreciate it if you could initiate the process for a  
replacement. I understand that there may be a fee involved, and I am  
willing to provide any necessary information or documentation to  
facilitate this request.

Please let me know how to proceed or if further information is needed.

Thank you for your assistance.

Sincerely,

[Your Name]