

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

Dear [Credit Card Company Name/Customer Service],

Subject: Acknowledgment of Credit Card Account

I am writing to formally acknowledge the receipt of my credit card account [Account Number]. I appreciate the approval and would like to confirm my understanding of the terms and conditions associated with my card.

Please find the following details for your records:

- Account Holder Name: [Your Name]
- Account Number: [Account Number]
- Issue Date: [Card Issue Date]
- Credit Limit: [Credit Limit Amount]

I understand my responsibilities concerning the usage and payment of this account. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]