

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for a [Type of Credit Card] has been approved! Your new credit card will arrive within the next [time frame] days.

Card Details:

- Credit Limit: [Amount]
- Interest Rate: [Rate]%
- Annual Fee: [Fee Amount]

To activate your card, please call [Activation Phone Number] or visit [Activation Website].

Thank you for choosing [Company's Name]. Should you have any questions, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Sincerely,

[Your Name]  
[Your Position]  
[Company's Name]