

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

[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of your letter regarding your credit card, e.g., an inquiry, a request for information, a dispute, etc.].

[Provide additional details or context related to your request or concern. Be clear and concise.]

I would appreciate your prompt attention to this matter. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]