

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

Dear [Cardholder's Name],
Congratulations on your new credit card! We are thrilled to welcome you to [Bank/Company Name]. Your new card reflects our commitment to providing you with financial flexibility and convenience. Please take a moment to read through the important information enclosed, including your card's benefits, activation instructions, and tips for responsible use.
If you have any questions or need assistance, feel free to reach out to our customer service team at [Customer Service Phone Number] or visit our website at [Website URL].
Thank you for choosing us. We look forward to serving you!

Warm regards,
[Your Signature (if sending a physical letter)]
[Your Name]
[Your Title]
[Bank/Company Name]