

[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],

I hope this letter finds you well.

I am writing to formally request the inclusion of my credit card information for [specific purpose, e.g., account verification, subscription, etc.]. My details are as follows:

- ****Cardholder Name****: [Your Name]
- ****Card Number****: [XXXX-XXXX-XXXX-XXXX]
- ****Expiration Date****: [MM/YY]
- ****CVV****: [XXX]

Please let me know if you require any additional information to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]