

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you that your new credit card has been processed and is ready to be sent. Please find your credit card enclosed with this letter.

Please remember to activate your card before use by following the instructions provided. If you have any questions or require further assistance, do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Credit Card Provider Name]. We look forward to serving you.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]