

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Purpose of the Letter, e.g., Request for Credit Card  
Application Status]

I hope this message finds you well. I am writing to inquire about my recent credit card application submitted on [date of application]. My application reference number is [application reference number].

I would appreciate any updates regarding the status of my application and any additional information required from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]