

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

Dear [Bank Manager's Name or "Credit Card Department"],

Subject: Credit Card Application

I am writing to formally apply for a credit card with [Bank Name]. After researching various options available, I believe that your credit card offerings align well with my financial needs.

I am [provide a brief introduction about yourself, e.g., your occupation, income level, and any relevant financial history]. I am interested in the [specific credit card name, e.g., "Cash Rewards Credit Card"] due to its favorable rewards program and competitive interest rates.

Enclosed with this letter are the required documents, including my identification, proof of income, and any other necessary forms. I am hopeful that you will find my application favorable and I am looking forward to the opportunity to become a valued customer of [Bank Name]. Thank you for considering my application. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]