

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Credit Card

I am writing to formally request the issuance of a credit card. I have been a customer of [Bank's Name] for [duration], and my account number is [account number].

I am interested in [specific credit card name or type], as it offers benefits that align with my financial needs.

Please find my information and documents attached for your consideration.

If required, I am available for further discussions.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]