

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

Subject: Request for Credit Card

Dear [Manager's Name/Customer Service Team],

I hope this letter finds you well. I am writing to formally request a credit card with [Bank Name].

I would like to provide the following details relevant to my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Annual Income: [Your Income]
- Employment Status: [Your Employment Status]

I have reviewed your credit card offerings and believe that [specific card name or features you are interested in] would suit my needs effectively.

Attached to this letter, you will find all necessary documents to support my application, including proof of income and identification.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]