

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Credit Card Issuer's Name]  
[Issuer's Address]  
[City, State, Zip Code]

Dear [Credit Card Issuer's Name or "To Whom It May Concern"],  
I am writing to formally apply for the [specific credit card name] issued  
by [Credit Card Issuer's Name]. I am interested in obtaining this card  
due to [briefly explain reasons, e.g., rewards program, interest rates,  
etc.].

Please find my personal information and the required details below:

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

I have attached copies of my [mention any documents you are including,  
such as identification, proof of income, etc.] for your reference.

Thank you for considering my application. I look forward to the  
opportunity to become a valued customer of [Credit Card Issuer's Name].

Sincerely,  
[Your Name]