

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

[Bank/Financial Institution Name]
[Department (if applicable)]
[Bank Address]
[City, State, Zip Code]

Dear [Bank/Financial Institution Name] Customer Service,

Subject: Request for Personal Credit Card

I hope this letter finds you well. I am writing to formally request a personal credit card with your institution.

I am [briefly explain your financial background, employment status, and purpose for requesting the card].

I believe that having a credit card will help me [explain the benefits you expect, such as building credit, managing expenses, etc.].

Please find my personal information and any requested documentation enclosed with this letter:

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

I appreciate your consideration of my request. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]