

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

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

Dear [Applicant's Name],

Subject: Acknowledgment of Credit Card Application

We wish to acknowledge receipt of your credit card application submitted on [Application Date].

Please note that your application is currently under review, and we will notify you of the status within [specific time frame, e.g., 7-10 business days].

Should you need to provide any additional information or have any inquiries, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

Thank you for choosing [Your Bank's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Bank's Name]

[Contact Information]