

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Credit Card Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Amendment to Credit Card Application

Dear [Recipient's Name],

I am writing to request an amendment to my recent credit card application submitted on [Date of Application]. My application reference number is [Application Reference Number].

The details I would like to amend are as follows:

- [Detail to be amended, e.g., Income, Employment Status, Address, etc.]
- [New information or correction]

I apologize for any inconvenience this may cause. Please let me know if you need any additional information or documentation to process this amendment.

Thank you for your assistance.

Sincerely,
[Your Name]