

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

[Credit Card Issuer's Name]
[Department, if applicable]
[Issuer's Address]
[City, State, Zip Code]

Subject: Credit Card Application Documentation

Dear [Credit Card Issuer's Name or Customer Service],

I am writing to submit the necessary documentation for my credit card application, which I have recently completed. Please find attached the required documents for your review:

1. Completed credit card application form
2. Proof of identity (e.g., copy of government-issued ID)
3. Proof of income (e.g., pay stubs, tax returns)
4. Proof of residence (e.g., utility bill, lease agreement)

I appreciate your prompt attention to my application and look forward to your positive response. If you need any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]