

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

Dear [Credit Card Issuer's Customer Service Team/Specific Contact Name],  
Subject: Inquiry Regarding Credit Card Application Status

I hope this letter finds you well. I am writing to inquire about the status of my credit card application submitted on [Date of Application]. My application reference number is [Application Reference Number].

I would appreciate any updates you may have regarding my application, as I am eager to understand the status and any further steps I may need to take.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]